

SERIAL 07049 IGA TEMPORARY PERSONNEL SERVICES

DATE OF LAST REVISION: March 28, 2008 CONTRACT END DATE: March 31, 2009

**CONTRACT PERIOD BEGINNING APRIL 01, 2007
ENDING MARCH 31, 2008 2009**

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **TEMPORARY PERSONNEL SERVICES**

Attached to this letter is a listing of vendors available to Maricopa County Agencies utilizing the Arizona State Procurement Office Contract EPS070043. The using agency and other interested parties may access and electronic version of this contract from the Materials Management Web site at:

http://www.maricopa.gov/materials/Awarded_Contracts/search.asp.

Please note: Price Agreement Purchase Orders (PG documents) may be generated using the information from this list. Use Commodity Code 9640201, 9640301 9645001, 9647801 & 9648701

All purchases of product(s) listed on the attached pages of this letter are to be obtained from the listed contractor(s).

CONTACT INFORMATION

1.	Provincia Staffing, LLC 17505 N. 79 th Ave., Ste. 115 Glendale, Arizona 85308	W000008071X	Point of Contact: Telephone: Facsimile:	Janet Pettifer 623.842.2900 623.842.2904
2.	Robert Half Technology 2375 E. Camelback Road Phoenix, Arizona 85016	W000008828X	Point of Contact: Telephone: Facsimile:	Jennifer Schmid 602.977.05050 602.224.4870
3.	Kelly Services 3030 N. 3 rd Street, Suite 790 Phoenix, Arizona 85012	W000001980X	Point of Contact: Telephone: Facsimile:	Diane Collins 602.224.2486
4.	Staffmark Pacific, LLC 1830 W. University, Ste. 109 Tempe, Arizona 85281	W000001686X	Point of Contact: Telephone: Facsimile:	480.449.2400
5.	Advantage Human Resourcing 9589 East Mark Lane Scottsdale, Arizona 85262	W000009912X	Point of Contact: Telephone: Facsimile:	John Duff 623.492.9844 623.492.9070
6.	Randstad 4747 N. 7 th St, Suite 140 Phoenix, Arizona 85014	W000001621X	Point of Contact: Telephone: Facsimile:	Andrea Lalinde 480.763.0100 480.763.0153
7.	Corporate Job Bank 323 E. McDowell Rd Phoenix, Arizona 85004	W000003275X	Point of Contact: Telephone: Facsimile:	John Kemper 602.995.1965
8.	Spherion Technology Group 4343 N. Scottsdale Rd., Ste. 365 Scottsdale, Arizona 85251	W000009901X	Point of Contact: Telephone: Facsimile:	Lisa Schulz 480.831.0064 480.752.3945
9.	Allstaff Services, Inc. 432 N. 44 th Street, Ste. 150 Phoenix, Arizona 85008	W000007398X	Point of Contact: Telephone: Facsimile:	Cheryle Harell 602.277.3381 602.395.0699
10.	Accounting & Finance Professionals 1295 W. Washington St., Ste 150 Tempe, Arizona 85281	W000009910X	Point of Contact: Telephone: Facsimile:	Deanne Desautels 602.306.4473 602.306.4474

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Provincia Staffing LLC

General Duties & Qualifications include the following at a minimum - Knowledge of basic office equipment including accounting/bookkeeping terminology and concepts, Knowledge of computerized/automated accounting systems, detail to accounting ledgers (e.g., receivables, payables, general ledger), Verifying the accuracy of vouchers, pur data/reasearching, Must possess analytical skills, Performing various clerical duties. Additional duties & qualifica service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Accounting Clerk 1 - Additional duties and qualifications shall include the following at a minimum: Copying/coding numbers or other information and filling out forms, Sorting and filing materials (automated filing systems), Counting materials, documents or other items, Revising spreadsheets (inserting and deleting columns and rows), Editing and inserting data (labels, figures, formulas), Skill in using mainframe, spreadsheet, database or other single software (excel, lotus123, access, SQL, etc), Knowledge of manual/automated filing systems, Ability to accurately input data into a computer.	\$13.91	
Accounting Clerk 2 - Additional duties and qualifications shall include Accounting Clerk 1 as well as the following at a minimum: Placing collection calls – accounts receivable, Performing production calculations, Processing invoices, vouchers, etc., based on departmental procedures and predefined authorization levels, Posting information to accounts (receivables, payables, general ledger), Comparing information to verify accuracy, Skill in performing simple mathematical calculations	\$15.84	
Senior Accounting Clerk 1 - Additional duties and qualifications shall include Accounting Clerk 1 & 2 as well as the following at a minimum: Sorting, counting and wrapping money, Issuing sales receipts/deposit slips, etc., Balancing/reconciling accounts, Determining formulas or calculations, Preparing financial entries; determining appropriate account classifications using chart of accounts, Ability to prioritize work, Ability to follow instructions	\$15.86	
Senior Accounting Clerk 2 - Additional duties and qualifications shall include those listed for Senior Accounting Clerk 1, Accounting Clerk 1 & 2, as well as the following at a minimum: Producing financial and statistical reports from subsidiary ledgers (payables and receivables), Preparing checks for payroll or payables, Preparing/issuing invoices, monthly statements or audit confirmations, Skill in preparing tables, graphs or charts.	\$16.65	
Bookkeeper - Additional duties and qualifications shall include the following at a minimum: Knowledge of spreadsheet software, ie; Excel or Lotus 123, knowledge of various accounting functions such as payables, receivables and payroll, 10-key by touch, Enters		

and verifies transactions in general ledger accounts and journals, balances books, completes reconciliations, familiar with all bookkeeping functions involved in maintaining company financial records including cost accounting, trial balances, and profit and loss statements.	\$17.16
Accountant - Additional duties and qualifications shall include all descriptions above as well as the following at a minimum: Knowledge of all accounting and bookkeeping procedures, including governmental/fund accounting knowledge, prepares financial statements and other reports; may participate in audit schedules, closings and special projects, Advanced computer experience. Training / supervising others to perform work activities, Preparing financial reports through trial balance, Identifying and correcting coding errors, Knowledge of accounting systems, procedures and theory, Ability to communicate clearly and accurately, Ability to train others in on-the job procedures.	\$17.44

ng a 10-key calculator, Familiarity / knowledge of basic
 Balancing calculated totals with receipts, posting credit or debit
 chase orders, invoices or payments, Gathering
 itions are listed in each Service Description. Offeror may add

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$16.19		\$17.59		
\$17.85		\$20.14		
\$18.75		\$21.22		
\$19.49		\$22.84		

\$21.07		\$24.33	
\$21.29		\$24.62	

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name:** Provincia Staffing LLC

General Duties & Qualifications include the following at a minimum - Knowledge of basic office system (EKS), telephone and headset, Ability to communicate and record information accurate to deal with people patiently, Ability to proofread and correct errors, Receive and place telepho Proofread to verify that forms are completed properly. Additional duties & qualifications are list positions as applicable.

Service Position	Entry Level (Bill Rate)	
Customer Service Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receiving customer inquiries about a product or service, Providing information to callers regarding a product or service Recording and confirming customer orders, complaints or service information, Direct calls for further problem resolution, Skill in inputting and accessing information on paper, PC or CRT, Skill in using database, data entry or single windows software.	\$12.93	
Customer Service Inbound 2 - Additional duties and qualifications shall include Customer Service Inbound 1 as well as the following at a minimum: Handle large accounts or more difficult issues, Lead, teach, guide and/or motivate teams, First level problem resolution.	\$13.86	
Customer Service Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place outbound calls, Gather account status information, Gather customer complaint information, Direct calls for further problem resolution.	\$12.93	
Customer Service Outbound 2 - Additional duties and qualifications shall include Customer Service Outbound 1 as well as the following at a minimum: Place large volume daily calls, Handle more difficult situations, Manage, guide, motivate teams	\$13.97	
Market Research Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receive incoming calls resulting from mass mailings or product demonstration, Gather information about caller's experience and/or opinion of product or service, Ability to lead, teach, guide, motivate team.	\$12.68	
Market Research Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place calls to inquire for opinions, Place outbound calls from master list to survey. Interview or gather	\$13.44	

Place outbound calls from master list to survey, interview or gather feedback related to specific topic.		
Sales Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receive incoming calls, Schedule appointments, Sell a product or service, Ability to work in a goal oriented environment, Upsell as appropriate, Responsible for specific accounts or geographic areas.	\$12.93	
Sales Inbound 2 - Additional duties and qualifications shall include Sales Inbound 1 as well as the following at a minimum: Receive calls from large accounts or difficult geographic regions, Lead, teach, guide and/or motivate teams.	\$13.97	
Sales Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place calls to sell a product or service, Place calls to schedule appointment to sell product or service, Perform with respect to quotas or sales goals, Upsell as appropriate, handle specific accounts or geographic area.	\$12.93	
Sales Outbound 2 - Additional duties and qualifications shall include Sales Outbound 1 as well as the following at a minimum: Work with larger accounts or difficult geographic regions, Lead, teach, guide and/or motivate teams.	\$15.53	
Help Desk Analyst - Additional duties and qualifications shall include the following at a minimum: Receive and screen incoming calls, Receive and service requests, Create problem reports, Troubleshoot for problem identification, Provide recommendations/solutions to complex issues.	\$15.48	

equipment including a personal computer, electronic key
 ily, Ability to question others to determine specific needs, Ability
 ne calls, Fill out and verify information on forms or records,
 ted in each Service Description. Offeror may add service

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$14.24		\$15.51		10% per hour
\$15.27		\$16.82		10% per hour
\$14.24		\$15.49		10% per hour
\$15.38		\$17.04		10% per hour
\$12.99		\$14.08		10% per hour
\$14.85		\$16.55		10% per hour

\$14.24		\$15.49		10% per hour
\$15.38		\$17.04		10% per hour
\$14.24		\$15.49		10% per hour
\$16.93		\$19.00		10% per hour
\$16.77		\$18.06		10% per hour

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name:** Provincia Staffing LLC

General Duties & Qualifications include the following at a minimum - Knowledge of basic office reader or printer, postage meter and 10-key calculator, Ability to accurately count materials / its work, Ability to perform simple mathematical calculations, Ability to follow instructions, Sorting : coded system, Creating lists or directories, Verifying information on forms. Additional duties & may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Clerk 1 (Mail/File Records Clerk) - Additional duties and qualifications shall include the following at a minimum: Determining postage requirements and placing labels and postage on outgoing mail, Delivering and collecting incoming or outgoing mail and messages, Retrieving materials from files, Checking files for duplicate, missing or misfiled items, Collating, Ability to perform repetitive work, Ability to stand or sit for long periods of time	\$11.28	
Clerk 2 - Additional duties and qualifications shall include Clerk 1 as well as the following at a minimum: Unpacking incoming materials and checking for proper quantities or defects, Sorting and routing incoming materials, Delivering and collecting incoming or outgoing mail and messages.	\$11.55	
Senior Clerk 1 (Proofreading/Recordkeeping/Coding Clerk) - Additional duties and qualifications shall include the following at a minimum: Proofreading documents for typographical errors, Completing forms, Accessing information in graphs, tables, etc., Ability to proofread and correct errors in documents.	\$11.61	
Senior Clerk 2 (Filing/Typing Clerk, Cashier) - Additional duties and qualifications shall include Senior Clerk 1 as well as the following at a minimum: Producing lists, labels, forms or other simple and/or brief documents, Operating a cash register, Sorting, counting and wrapping money, Knowledge of grammar, Ability to stand or sit for long periods of time.	\$12.90	
Records Management Clerk (Microfilm Clerk) - Additional duties and qualifications shall include the following at a minimum: Preparing documents for microfilm/fiche, Inspecting microfilm/fiche for readability (quality control), Operating microfilm/fiche reader/printer, Counting	\$11.61	

documents, materials, etc., and grouping them into batches, Tabulating batch totals, Assigning numeric, alpha, color codes, etc., to materials.		
Senior Records Management Clerk - Additional duties and qualifications shall include Records Management Clerk as well as the following at a minimum: Gathering and proofreading data to be included in reports, Reviewing content of documents to determine correct filing, Checking manual files for duplicate, missing or misfiled items, Setting up manual filing systems, Preparing filed materials for storage, Destroying documents according to guidelines, Ability to work on more than one task at a time.	\$12.90	

equipment including microfilm / fiche camera, microfilm / fiche
ems, Knowledge of standard filing systems, Ability to do detailed
and filing materials according to an alphabetic, numeric or color-
qualifications are listed in each Service Description. Offeror

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$12.25		\$13.22		
\$12.50		\$14.16		
\$12.78		\$14.22		
\$14.46		\$15.63		
\$12.90		\$14.19		

\$14.19		\$15.48		

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Provincia Staffing LLC

General Duties & Qualifications include the following at a minimum - Knowledge of basic office 10-Key calculator, Ability to accurately input information into a computer, Ability to follow instructions, Ability to proofread and correct errors, Inputting information into a computer, Accessing information, Performing various clerical duties. Additional duties & qualifications are listed in each Service

Service Position	Entry Level (Bill Rate)	
Operator 1 - Additional duties and qualifications shall include the following at a minimum: Entering data up to 25% of the time, Approximately 5,000-9,000 keystrokes per hour.	\$11.51	
Operator 2 - Additional duties and qualifications shall include the following at a minimum: Entering data more than 25% of the time, Approximately 9,000-12,000 keystrokes per hour.	\$11.64	
Operator 3 (Key Disc Operator) - Additional duties and qualifications shall include the following at a minimum: Production data entry, Entering data more than 50% of the time, Approximately 12,000-15,000 keystrokes per hour.	\$12.54	
Operator 4 (Key Disc Operator) - Additional duties and qualifications shall include the following at a minimum: Production data entry, Entering data more than 75% of the time, Approximately 15,000+ keystrokes per hour	\$12.90	

Equipment including personal computer / CRT, mainframe and
 ctions, Ability to perform repetitive work, Ability to do detailed
 nformation from a computer, Verifying information on a screen,
 Description. Offeror may add service positions as applicable.

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$12.89		\$14.17		10% per hour
\$13.05		\$14.73		10% per hour
\$13.94		\$15.35		10% per hour
\$14.19		\$15.48		10% per hour

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Provincia Staffing LLC

General Duties & Qualifications include the following at a minimum - Bachelor's degree from an accredited institut administrative or substitute teacher certificate, Ability to follow pre-developed lesson plans, Ability to establish and Ability to verbally communicate learning concepts, Ability to work within the guidelines and policies of school admi periods of time, Organizational ability, Patience, Desire to work with children. Additional duties & qualifications ar may add service positions as applicable.

Service Position	Entry Level (Bill Rate)		Journeymen Level (Bill Rate)
Elementary School Substitute Teacher 1 - Additional duites and qualifications shall include the following at a minimum: Implement lesson plans as directed/improvise as necessary in an elementary school setting, Minimum qualifications are certification and experience as required by the school district to meet their minimum requirements.	\$16.50		\$19.21
Elementary School Substitute Teacher 2 - Additional duties and qualifications shall include Elementary School Substitute Teacher 1 as well as the following at a minimum: Responsibilities may include developing lesson plans and exams, and assigning grades to students' work; interfacing with parents, peer teachers and school administration on a regular basis; and other responsibilities as needed in an elementary school setting, Minimum qualifications are Arizona certification and experience above requirements for short-term substitute teachers, Ability to remain in a long-term teaching assignment.	\$16.50		\$19.21
Junior High School Substitute Teacher 1 - Additional duites and qualifications shall include the following at a minimum: Implement lesson plans as directed/improvise as necessary in a middle school setting, Minimum qualifications are Arizona certification and experience as required by the school district to meet their minimum requirements.	\$16.50		\$19.21
Junior High School Substitute Teacher 2 - Additional duties and qualifications shall include Junior High School Substitute Teacher 1 as well as the following at a minimum: Responsibilities may include developing lesson plans and exams, and assigning grades to students' work; interfacing with parents, peer teachers and school administration on a regular basis; and other responsibilities as needed in a middle school setting. Minimum qualifications are certification and experience	\$16.50		\$19.21

above requirements for short-term substitute teachers. Ability to remain in a long-term teaching assignment.			
Senior High School Substitute Teacher 1 - Additional duties and qualifications shall include the following at a minimum: Implement lesson plans as directed/improvise as necessary in a high school setting, Minimum qualifications are Arizona certification and experience as required by the school district to meet their minimum requirements.	\$16.50		\$19.21
Senior High School Substitute Teacher 2 - Additional duties and qualifications shall include Senior High School Substitute Teacher 1 as well as the following at a minimum: Responsibilities may include developing lesson plans and exams, and assigning grades to students' work; interfacing with parents, peer teachers and school administration on a regular basis; and other responsibilities as needed in a high school setting, Minimum qualifications are certification and experience above requirements for short-term substitute teachers, Ability to remain in a long-term teaching assignment.	\$16.50		\$19.21
Special Education Substitute Teacher 1 - Additional duties and qualifications shall include the following at a minimum: Implement lesson plans as directed/improvise as necessary in a special education setting (Special education refers to working with students with the emotional/mental/physical conditions that define "special education" for that school district. This should not be confused with classes such as art, music, gym, or computer or with alternative school environments, which deal with discipline problems). Minimum qualifications are certification and experience as required by the school district to meet their minimum requirements.	\$16.50		\$19.21
Special Education Substitute Teacher 2 - Additional duties and qualifications shall include Senior High School Substitute Teacher 1 as well as the following at a minimum: Responsibilities may include developing lesson plans and exams, and assigning grades to students' work; interfacing with parents, peer teachers and school administration on a regular basis; and other responsibilities as needed in a special education setting. (Special education refers to working with students with the emotional/mental/physical conditions that define "special education" for that school district. This should not be confused with classes such as art, music, gym, or computer, or with alternative school environments, which deal with discipline problems.) Minimum qualifications are Arizona certification and experience above, requirements for short-term substitute teachers. Ability to remain in a long-term teaching assignment.	\$16.50		\$19.21

ion with a valid Arizona teaching,
I maintain a quality learning environment,
nistration, Ability to remain on feet for long
e listed in each Service Description. Offeror

	Senior Level (Bill Rate)		Shift Differential (3rd Shift)
	\$20.73		
	\$20.73		
	\$20.73		
	\$20.73		

	\$20.73		
	\$20.73		
	\$20.73		
	\$20.73		

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Provincia Staffing LLC**

General Duties & Qualifications include the following at a minimum - Ability to use a variety of tools / maintenance Ability to perform repetitive work, Ability to follow instructions, Ability to identify flaws or imperfections in a product, transport items weighing up to 75 pounds, Ability to accurately count materials, Ability to walk, sit or stand for long requirements or procedures, Safety steel toed shoes required, possess a valid Arizona's Driver's License as required materials / products to make sure they meet standards, Verifying information or accessing information in tables / li simple mathematical calculations, Copying numbers, codes or other information and filling out forms, Removing dirt from floors, sinks, toilets, bathtubs or showers, Dusting or wiping furniture, fixtures or equipment, Maintaining company equipment, Packing materials or products into shipping containers, Sealing or wrapping packages for shipment, Pl

Service Position	Entry Level (Bill Rate)		Journeyman Level (Bill Rate)
Assembly			
Assembly Worker - Additional duties and qualifications shall include the following at a minimum: Buffing or polishing small parts, Trimming parts, Transporting materials using hand trucks or dollies, Packing materials or products into shipping containers, Assembling components using nuts, bolts, screws or glue, Assembling components using light-duty hand tools, Assembling large or medium size components, Performing repetitive work to meet company quotas, Ability to accurately count objects or materials, Ability to handle large objects.	\$11.81		\$12.99
Precision Assembler - Additional duties and qualifications shall include Assembly Worker as well as the following at a minimum: Soldering parts, wires and other small metal objects, Soldering parts, wires and other small metal objects, Following diagrams in blueprints, Ability to handle small objects.	\$12.19		\$13.02
Maintenance			
General Maintenance Worker - Additional duties and qualifications shall include the following at a minimum: Performing miscellaneous general maintenance/laborer requirements, Replacing simple equipment, Setting up equipment (e.g., tables and chairs), Wash/clean/vacuum all types of equipment, move and load equipment, clean shop, Ability to retrieve objects out of reach, May be required to use various hand tools.	\$12.15		\$13.39
Janitor/Custodian - Additional duties and qualifications shall include the			

following at a minimum: Basic custodial duties including keep building/office clean and in orderly condition. Other duties to include sweeping, vacuuming, mopping, stripping, washing and buffing floors, washing walls/windows and emptying trash, cleans lavatories, kitchen facilities and rest rooms, keeps parking lots and patios clean, sets up and tears down equipment, Usually works under direct supervision but may be required to be self-directed, Knowledge of equipment and materials used in custodial work, Familiar with MSDS.	\$10.80		\$12.15
Groundskeeper - Additional duties and qualifications shall include the following at a minimum: Maintaining company grounds (e.g., collecting leaves, collecting trash, cutting grass, weed control, sprinkler systems), Knowledge of general groundskeeping and ability to use appropriate tools/equipment.	\$11.63		\$13.11
Housekeeper / Laundry - Additional duties and qualifications shall include the following at a minimum: Making beds, Capable of routine work weighing, washing, pressing and folding of clothes, linens and other washables, Performs related work as required.	\$10.80		\$12.15
Materials Handling			
Inventory Worker - Additional duties and qualifications shall include the following at a minimum: Tracing and tracking movement of material / supplies, Recording numbers, codes or other information, Stocking shelves, departments, etc., Ability to record information, Ability to perform repetitive work, Ability to work with detail (e.g., checking numbers, comparing lists), Ability to identify flaws and defects.	\$12.15		\$13.50
Pick & Pack Worker - Additional duties and qualifications shall include the following at a minimum: Filling orders or issuing supplies from stock, Checking physical condition of supplies / inventory, Counting materials, documents or other items, Recording numbers, codes or other information, Ability to work with detail (e.g., checking numbers, comparing lists), Ability to record information.	\$12.35		\$14.34
Shipping / Receiving Worker - Additional duties and qualifications shall include the following at a minimum: Putting together boxes or shipping containers using glue or tape, Loading and unloading product shipments, Verifying and inspecting incoming materials and supplies for proper quantities and defects, Placing labels, numbers, prices, etc., on boxes / materials, Ability to work with detail (e.g., checking numbers, comparing lists), Knowledge of proper packaging methods, Ability to record information.	\$12.17		\$13.78
Warehouse Worker - Additional duties and qualifications shall include the following at a minimum: Capable of performing general warehouse work which requires forklift operation experience, Performs shipping and receiving including stocking shelves, ordering inventory, unload and load trucks, move merchandise, bar coding and familiarity to inventory/stock record keeping.	\$12.15		\$13.50

Food Services			
Food Service Worker 1 - Additional duties and qualifications shall include the following at a minimum: Washing dishes, pans and utensils, Clearing tables of trays and utensils, May be required to provide a current Food Handlers Card.	\$11.81		\$12.97
Food Service Worker 2 - Additional duties and qualifications shall include Food Service Worker 1 as well as the following at a minimum: Preparing food items, Serving food, Taking food orders, Knowledge of proper food preparation and storage methods.	\$12.50		\$13.82
Food Service Manager - Additional duties and qualification shall include Food Service Worker 1 & 2 as well as the following at a minimum: Training / supervising others, Ability to train others in on-the-job procedures, Skill in organizing and setting priorities, Ability to communicate clearly and accurately, Specialized industry skill or knowledge.	\$15.67		\$17.57

3 equipment, Possess manual dexterity,
 Ability to handle large objects, Ability to
 periods of time, Knowledge of safety
 red by customer, Checking or inspecting
 sts, Counting materials and performing
 irt and trash from work areas, Cleaning
 grounds, Setting up tables, chairs or
 lacing labels or stickers on materials, Unpack

	Senior Level (Bill Rate)		Shift Differential (3rd Shift)
	\$14.04		
	\$14.94		
	\$14.87		

	\$13.50		
	\$14.62		
	\$13.50		
	\$14.85		10% per hour
	\$16.24		10% per hour
	\$15.86		10% per hour
	\$14.85		10% per hour

	\$13.68		
	\$15.67		
	\$20.12		

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name:** Provincia Staffing LLC

General Duties & Qualifications include the following at a minimum - Knowledge of medical terminology and medical basic office equipment including a 10-key calculator, Familiarity / knowledge of basic accounting terminology and accounting systems, Balancing calculated totals with receipts, posting credit or debit detail to accounting ledgers. Verifying the accuracy of vouchers, purchase orders, invoices or payments, Performing various clerical duties, Kri microfilm / fiche camera, microfilm / fiche reader or printer, postage meter and 10-key calculator, Ability to accurately standard filing systems, Ability to do detailed work, Ability to perform simple mathematical calculations, Ability to file materials according to an alphabetic, numeric or color-coded system, Creating lists or directories, Verifying information as letters, memos, proposals and statistical material, Transcribing shorthand notes, Transcribing from voice recordings.

Service Position	Entry Level (Bill Rate)		Journeymen Level (Bill Rate)
Medical Biller 1 - Additional duties and qualifications shall include the following at a minimum: Processing participant information from claims, Processing provider information from claims, Prepare documentation for mailing, Prepare document files, Skill in using mainframe, spreadsheet, database of other single software, Knowledge of manual/automated filing systems, Ability to accurately access/input data into a computer, Knowledge of medical terminology required.	\$12.88		\$14.29
Medical Biller 2 - Additional duties and qualifications shall include Medical Biller 1 as well as the following at a minimum: Prepare claims documentation utilizing ICD-9 and CPT coding, 1500, Ubs, Process/verify documentation for accuracy, Compile medical documentation files, Place/receive phone calls, Obtain insurance authorizations, Intermediate to advanced knowledge of multiple software, Experience with medical coding, Experience with insurance authorization procedures, Knowledge of medical terminology required.	\$13.67		\$14.98
Medical Records Clerk 1 - Additional duties and responsibilities shall include the following at a minimum: File, retrieve, transfer, maintain medical records and reports, Utilize records tracking protocols, Knowledge of alphabetical and numeric file systems, Ability to access and input data utilizing single software, Knowledge of medical terminology required.	\$13.45		\$15.08

Medical Records Clerk 2 - Additional duties and responsibilities shall include Medical Records Clerk 1 as well as the following at a minimum: File, maintain and review medical records for completeness, Knowledge of alpha, numeric and terminal digit file systems, Intermediate to advanced knowledge of multiple software, Experience in medical records processing and maintenance, Knowledge of medical terminology required.	\$14.20		\$15.62
Medical Secretary 1 - Additional duties and qualifications shall include the following at a minimum: Handling medical administrative detail, Compiling medical documents, Following and creating special formats and meet medical documentation requirements, Using single software to perform intermediate word processing functions	\$14.65		\$16.84
Medical Secretary 2 - Additional duties and qualifications shall include Medical Secretary 1 as well as the following at a minimum: Creating medical materials and documentation, Administrative support in a medical environment, Using multiple software to perform intermediate to advanced word processing and/or spreadsheet functions, Experience in supporting a medical environment, Handling meeting arrangements, agendas, notifications and deadlines, Ability to transcribe from Dictaphone equipment.	\$15.99		\$18.08

ical environment required, Knowledge of
 1 concepts, Knowledge of computerized
 (e.g., receivables, payables, general ledger),
 knowledge of basic office equipment including
 tely count materials / items, Knowledge of
 follow instructions, Sorting and filing
 ration on forms. Producing documents such
 dings, Proofreading and correcting document

	Senior Level (Bill Rate)		Shift Differential (3rd Shift)
	\$16.02		
	\$16.85		
	\$17.04		

	\$18.33		
	\$20.37		
	\$21.14		

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Provincia Staffing LLC

General Duties & Qualifications include the following at a minimum - Handling stock / supplies, calculations, Ability to transport items weighing up to 25 pounds, Ability to stand, sit or walk for calculator/Cash register, Answering product questions, Distributing flyers, samples, etc., Ability company's products or services, Greeting and assisting visitors / delegates / conferees who attend events, Placing, receiving and routing phone calls, Taking messages, Ability to interact with others patiently, Ability to record information. Additional duties & qualifications are listed in each Service applicable.

Service Position	Entry Level (Bill Rate)	
Detailing		
Detailing Representative 1 - Additional duties and qualifications shall include the following at a minimum: Arranging products according to a plan-o-gram, Rotating stock, Replacing damaged equipment, Maintaining stock and supplies, Monitoring conditions and pricing of merchandise, Ability to count materials / items, Ability to identify flaws in objects	\$12.00	
Detailing Representative 2 - Additional duties and qualifications shall include Detailing Representative 1 as well as the following at a minimum: Working with detailed plan-o-grams (e.g., 15 ft. plan-o-grams vs. 3 ft. plan-o-grams), Setting up merchandise displays, Evaluating product display effectiveness in attracting shoppers' attention, Performing simple record keeping, Ability to record information.	\$13.26	
Sales & Promotion		
Sampler - Additional duties and qualifications shall include the following at a minimum: Distributing samples of a product or coupon, Describing product benefits, Counting materials / items.	\$13.48	
Demonstrator 1 - Additional duties and responsibilities shall include the following at a minimum: Setting up and conducting product demonstrations, Assisting customers in selecting merchandise for purchase, Receiving cash and making change, Filling out forms / reports, Ability to convince others to purchase a product, Ability to effectively communicate in front of a group, Skill in operating a calculator, adding machine or cash register	\$13.85	

calculator, adding machine or cash register.		
Demonstrator 2 - Additional duties and qualifications shall include Demonstrator 1 as well as the following at a minimum: Selling products / services using a script prepared by the customer, Selling a product geared to a specific audience, Preparing orders for a product and presenting them to cashier for processing, Ability to show patience when dealing with people.	\$14.47	
Comparison Shopper 1 - Additional duties and qualifications shall include the following at a minimum: Assuming the role of customer and "shopping the competition" for a company to learn about sales trends, customer preferences, products, prices and services, following prepared guidelines, Assuming the role of customer for company's own locations to evaluate staff performance following prepared guidelines, Purchasing merchandise, checking on products, services or prices, Ability to work with little supervision.	\$13.65	
Comparison Shopper 2 - Additional duties and qualifications shall include Comparison Shopper 1 as well as the following at a minimum: Evaluating a product or service based on specific / detailed guidelines provided by the customer and requiring specialized training, Ability to follow specific instructions.	\$14.85	
Trade Shows & Seminars		
Host / Hostess 1 - Additional duties and qualifications shall include the following at a minimum: Providing directions and general product information, Distributing flyers and product / service information, Ability to learn company's products or services.	\$13.50	
Host / Hostess 2 - Additional duties and qualifications shall include Host/Hostess 1 as well as the following at a minimum: Registering people at conventions, seminars or other events, Accepting registration fees, Performing simple record keeping, Preparing name badges, Checking rosters,	\$14.66	
Booth Attendant 1 - Additional duties and qualifications shall include the following at a minimum: Receiving and posting messages for attendees of conventions, trade shows or seminars, Greeting, screening and directing visitors, Using rosters / program schedules to keep track of people's locations so they can be contacted, Ability to work on more than one task at a time.	\$14.85	
Booth Attendant 2 - Additional duties and qualification shall include Booth Attendant 1 as well as the following at a minimum: Answering non-technical questions concerning a product or service, Directing giveaway programs or contests, Greeting, directing and guiding visitors through one or more exhibits, Ability to learn company's products or services, Ability to effectively communicate to an audience.	\$15.29	



Counting items / materials, Performing simple mathematical
 long periods of time, Ability to use a calculator/10-key
 y to communicate clearly and accurately, Ability to learn a
 tend conventions, seminars, trade shows, exhibits or other
 rers using tact and diplomacy, Ability to deal with people
 ervice Description. Offeror may add service positions as

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$13.38		\$14.80		
\$14.84		\$16.23		
\$14.49		\$15.78		
\$16.18		\$17.30		

\$16.48		\$18.88		
\$15.16		\$17.01		
\$16.19		\$17.23		
\$15.18		\$16.86		
\$16.24		\$17.54		
\$16.28		\$17.99		
\$16.96		\$18.11		



SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Provincia Staffing LLC**

General Duties & Qualifications include the following at a minimum - Placing, receiving and routing phone calls, Placing and receiving visitors, Greeting and directing visitors, Providing telephone directory assistance, Taking telephone messages, Ability to use a telephone system to receive and transfer calls, Ability to show patience and courtesy when dealing with visitors, Ability to use an electronic typewriter, Electronic key system (EKS), Personal computer (PC) and Switchboard (PBX) system. Add to each Service Description. Offeror may add service positions as applicable.

Service Position	Entry Level (Bill Rate)		Journeymen Level (Bill Rate)
Receptionist 1 - Additional duties and qualifications shall include the following at a minimum: Operating an electronic key system (EKS) or PBX, Receiving, delivering and sending mail, Receiving visitors and directing them to appropriate locations, Keeping track of people's locations so they can be contacted, Photocopying / using a facsimile machine, Verifying and copying information on forms or records, Accessing directories, Knowledge of mailing and shipping procedures, Ability to communicate clearly and accurately, Ability to access an automated directory or learn electronic mail on a PC.	\$11.58		\$12.41
Receptionist 2 - Additional duties and qualifications shall include Receptionist 1 as well as the following at a minimum: Operating an electronic key system (EKS) or PBX, Producing memos, letters, lists, reports, etc., Receiving complaints or service / repair calls, Resolving customer problems on the phone with standard company responses, Maintaining reports, logs or lists, Providing information to callers regarding particular products / services, Skill in formatting, editing, inputting and printing documents on a typewriter or PC, Knowledge of company products and services, Ability to question others to determine their specific needs, Skill in using database software, Ability to access an automated directory or learn electronic mail on a PC.	\$11.86		\$12.81
Switchboard Operator - Additional duties and qualifications shall include the following at a minimum: Operating an electronic key system (EKS) or PBX, Handle full switchboard responsibilities, Ability to place conference calls, overseas calls, use electronic mail, etc.,	\$12.01		\$12.97

roviding general information to callers or
 ility to communicate clearly and accurately,
 , with people, Ability to use Electric /
 itional duties & qualifications are listed in

	Senior Level (Bill Rate)		Shift Differential (3rd Shift)
	\$13.31		
	\$13.83		
	\$14.99		

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Provincia Staffing LLC**

General Duties & Qualifications include the following at a minimum - Ability to follow directions, Ability to operate and repetitive duties, Ability to keep counts on documents processed, Ability to communicate clearly and accurately 25 pounds, Ability to use a telephone system to receive and transfer calls, Ability to use electric / electronic typewriter computer (PC), 10-key. General knowledge including alphabetical and numerical filing, beginning accounting principles. Qualifications are listed in each Service Description.

Service Position	Entry Level (Bill Rate)		Journeymen Level (Bill Rate)
General Clerical - Position specifically in Document Staging, Outgoing Mailroom, Micrographics, Taxpayer Information and Assistance, License and Registration, Income Tax Processing. Additional duties and qualifications shall include the following at a minimum: Perform functions such as mail opening, disassembling and reassembling documents, filing and file retrieval, Assure that all mail containing payments is handled appropriately, Separate, sort, arrange documents and cash receipts, quality control documents to determine their computer processability, Operate a variety of outgoing mail equipment such as trimmers, bursters, inserters, postage meters as well as incoming mail equipment such as envelope openers, Hand sterilize documents and prepare forms for bulk mailing, Operate microfilm cameras, Answer telephones, Ability to make quick decisions on the proper disposition of documents.	\$12.40		\$14.17
Error Resolution and Document Processing - Additional duties and qualifications shall include the following at a minimum: Sort and/or edit income, corporate, sales and withholding tax documents, or resolve a variety of errors which may include utilizing a PC or interpreting computer output. Ability to communicate verbally and in writing with taxpayers, Skill at solving problems relative to tax documents.	\$13.11		\$15.00
Remittance Processing - Additional duties and qualifications shall include the following at a minimum: Shall be able to enter data at a rate of 10,000 keystrokes per hour with an error rate not to exceed two percent (2%), Process and/or enter various tax documents and encode checks utilizing electronic keying equipment, Ability to operate a 10-key data keyboard by touch with speed and accuracy, Possess average math and accounting skills. Contractor shall test each applicant for 10-key skills prior to assignment and submit scores to DOR by the day of assignment.	\$13.28		\$15.75

<p>Taxpayer Information & Assistance Agent - Additional duties and qualifications shall include the following at a minimum: Provide information and assistance to taxpayers by telephone, in person, or via correspondence relative to the preparation of numerous tax returns and the resolution of billing questions, Knowledge of Arizona Tax Forms, statutes, rules, Ability to research a problem or question in a timely manner, Skill in oral and written communication, math and accounting, and in the use of computer terminal, telephone, and office equipment.</p>	\$12.79		\$14.23
<p>Data Entry Operator - Additional duties and qualifications shall include the following at a minimum: Shall be able to enter data at a rate of 8,000 keystrokes per hour with an error rate not to exceed two percent (2%), Shall be able to work with a limited amount of supervision, Ability to run and work with scanning equipment or 2D Bar-coding equipment, Ability to understand and use Data Entry equipment in an efficient manner, Shall possess a working knowledge of 10-key and/or reverse 10-key keyboards which includes typing skills. Contractor shall test each applicant for data entry skills prior to assignment and submit scores to DOR by the day of assignment.</p>	\$12.53		\$13.95
<p>Blended Remittance Processing / Data Entry Clerk - Additional duties and qualifications shall include the following at a minimum: Shall be able to enter data at a rate of 10,000 keystrokes per hour with an error rate not to exceed two percent (2%), Process and/or enter various tax documents and encode checks utilizing electronic keying equipment, Shall be able to work with a limited amount of supervision, Ability to run and work with scanning equipment or 2D Bar-coding equipment, Ability to operate a 10-key keyboard by touch with speed and accuracy, Shall be able to understand and use Data Entry equipment in an efficient manner. Shall possess a working knowledge of 10-key and/or reverse 10-key keyboards which includes typing skills, Possess average math and accounting skills, Contractor shall test each applicant for 10-key skills prior to assignment and submit scores to DOR by the day of assignment.</p>	\$13.11		\$15.47

a variety of equipment and perform routine ly, Manual dexterity, Perform lifting of up to riter, electronic key system (EKS), personal ciples and practices, Additional duties &

	Senior Level (Bill Rate)		Shift Differential (3rd Shift)
	\$14.86		10% per hour
	\$16.67		10% per hour
	\$17.58		10% per hour

	\$16.02	
	\$15.49	10% per hour
	\$16.72	10% per hour

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Provincia Staffing LLC

General Duties & Qualifications include the following at a minimum - Producing documents such as Transcribing shorthand notes, Transcribing from voice recordings, Proofreading and correcting documents, Scheduling appointments, Making travel or meeting arrangements, Handling incoming and outgoing mail, Photocopying / using a facsimile machine, Performing simple mathematical calculations, Ability to proofread and correct errors in documents, Ability to communicate clearly and accurately, Ability to operate a typewriter, Facsimile machine, Personal computer (PC) and Photocopy machine. Additional duties may be added. Offeror may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Secretary 1 - Additional duties and qualifications shall include the following at a minimum: Receive / place phone calls, Processing mail, Greet and direct visitors, Skill in formatting, editing, inputting and printing documents on a typewriter or PC, Skill in using database, spreadsheet, word processing or other software – single software.	\$12.56	
Secretary 2 - Additional duties and qualifications shall include Secretary 1 as well as the following at a minimum: Maintaining a system for managing office routine, Maintaining office supplies, Ability to compose clear, correct sentences, Ability to complete general clerical tasks, Skill in formatting, editing, inputting and printing documents on a typewriter or PC, Skill in using database, spreadsheet, word processing or other software – single software.	\$14.24	
Administrative Assistant 1 - Additional duties and qualifications shall include Secretary 1 & 2 as well as the following at a minimum: Planning and scheduling meetings, Composing letters, memos, etc., Preparing reports, Developing charts, tables, etc., for reports, Maintaining library for retrieval / updating of documents, Ability to prioritize work, Ability to work on more than one task at a time, Ability to process records / lists on a PC, Ability to utilize multiple software.	\$14.09	
Administrative Assistant 2 - Additional duties and qualifications shall include Secretary 1 & 2, Administrative Assistant 1 as well as the following at a minimum: Handling administrative detail, Producing statistical / numerical material (column layout), Following and creating special formats to meet document requirements, Ability to adapt quickly	\$15.38	

special formats to meet document requirements, Ability to adapt quickly to changing conditions, Ability to interact with all levels of management, Ability to merge documents on a PC.		
Executive Assistant - Additional duties and qualifications shall include Secretary 1 & 2, Administrative Assistant 1& 2 as well as the following at a minimum: Taking minutes at meetings, Handling meeting arrangements, agendas, notifications, etc., Training / supervising others, Producing material with technical terminology or in a foreign language, Producing material with technical terminology or in a foreign language, Sorting and filing material using software (automated filing systems), Advanced knowledge of computer software, Specialized industry skill or knowledge. Able to work in a professional manner with executives from a variety of business and social backgrounds.	\$16.05	

ch as letters, memos, proposals and statistical material,
 documents, Placing, receiving and routing phone calls,
 going mail, Compiling information and record keeping,
 / to produce documents following company standards, Ability to
 ty to use Dictation / transcription equipment, Electric / electronic
 uties & qualifications are listed in each Service Description.

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$14.22		\$16.55		
\$17.97		\$20.30		
\$14.87		\$16.26		
\$16.15		\$17.69		

\$19.39		\$22.97		

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name:** Provincia Staffing LLC

General Duties & Qualifications include the following at a minimum - Producing memos, letters drafts, Proofreading and correcting documents, Sorting and filing materials, Photocopying / use Ability to produce documents following company standards, Ability to proof and correct errors in systems, Ability to use Dictation / transcription equipment, Electric / electronic typewriter, Facsimile Printer and 10-Key calculator. Proficient at grammar, spelling, punctuation, and proofreading. Description. Offeror may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Typist 1 - Additional duties and qualifications shall include the following at a minimum: Producing and printing lists, labels, and/or simple or brief documents – large volume clerical, Ability to format, edit, input, and print documents on a typewriter or PC, Skill in using database, word processing or other single software.	\$11.74	
Typist 2 - Duties and qualifications shall include Typist 1 as well as the following at a minimum: Producing draft or final letters, memos or other similar documents.	\$12.13	
Senior Typist 1 - Additional duties and qualifications shall include Typist 1 & 2 as well as the following at a minimum: Producing tables, charts or graphs (column layout), Typing entries on forms, Skill in typing text and numbers into graphs, charts or forms, Skill in using multiple software,	\$13.04	
Senior Typist 2 - Additional duties and qualifications shall include Typist 1 & 2, Senior Typist 1 as well as the following at a minimum: Following and creating special formats to meet, document requirements, Editing documents for errors in format or clarity, Ability to process records / lists on a PC, Ability to merge documents on a PC.	\$13.33	
Senior Statistical Typist 1 - Additional duties and qualifications shall include the following at a minimum: Producing statistical material / forms such as balance sheets and Profit and Loss Statements, Skill in designing and laying out tables, graphs and/or charts	\$14.53	
Senior Statistical Typist 2 - Additional duties and qualifications shall include Senior Statistical Typist 1 as well as the following at a minimum:		

include Senior Statistical Typist I as well as the following at a minimum: Producing complex statistical reports, Producing heavy volume of statistical material, Ability to work with detail.	\$15.91
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, lists, reports, etc., from handwritten, typewritten or printed
 ng a facsimile machine, Performing various clerical duties,
 n documents, Knowledge of standard and electronic filing
 imile machine, Personal computer (PC), Photocopy machine,
 Additional duties & qualifications are listed in each Service

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$13.71		\$15.39		
\$14.10		\$19.85		
\$14.84		\$16.37		
\$15.56		\$17.32		
\$16.62		\$17.81		

\$17.94		\$19.41		
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SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Accounting & Finance Professionals**

General Duties & Qualifications include the following at a minimum - Knowledge of basic office equipment including accounting/bookkeeping terminology and concepts, Knowledge of computerized/automated accounting systems, detail to accounting ledgers (e.g., receivables, payables, general ledger), Verifying the accuracy of vouchers, purchase data/researching, Must possess analytical skills, Performing various clerical duties. Additional duties & qualifications in service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Accounting Clerk 1 - Additional duties and qualifications shall include the following at a minimum: Copying/coding numbers or other information and filling out forms, Sorting and filing materials (automated filing systems), Counting materials, documents or other items, Revising spreadsheets (inserting and deleting columns and rows), Editing and inserting data (labels, figures, formulas), Skill in using mainframe, spreadsheet, database or other single software (excel, lotus123, access, SQL, etc), Knowledge of manual/automated filing systems, Ability to accurately input data into a computer.	\$11.70	
Accounting Clerk 2 - Additional duties and qualifications shall include Accounting Clerk 1 as well as the following at a minimum: Placing collection calls – accounts receivable, Performing production calculations, Processing invoices, vouchers, etc., based on departmental procedures and predefined authorization levels, Posting information to accounts (receivables, payables, general ledger), Comparing information to verify accuracy, Skill in performing simple mathematical calculations	\$13.00	
Senior Accounting Clerk 1 - Additional duties and qualifications shall include Accounting Clerk 1 & 2 as well as the following at a minimum: Sorting, counting and wrapping money, Issuing sales receipts/deposit slips, etc., Balancing/reconciling accounts, Determining formulas or calculations, Preparing financial entries; determining appropriate account classifications using chart of accounts, Ability to prioritize work, Ability to follow instructions	\$14.30	
Senior Accounting Clerk 2 - Additional duties and qualifications shall include those listed for Senior Accounting Clerk 1, Accounting Clerk 1 & 2, as well as the following at a minimum: Producing financial and statistical reports from subsidiary ledgers (payables and receivables), Preparing checks for payroll or payables, Preparing/issuing invoices, monthly statements or audit confirmations, Skill in preparing tables, graphs or charts.	\$15.93	
Bookkeeper - Additional duties and qualifications shall include the following at a minimum: Knowledge of spreadsheet software, ie; Excel or Lotus 123, knowledge of various accounting functions such as payables, receivables and payroll, 10-key by touch, Enters and verifies transactions in general ledger accounts and journals, balances books,	\$14.63	

completes reconciliations, familiar with all bookkeeping functions involved in maintaining company financial records including cost accounting, trial balances, and profit and loss statements.		
Accountant - Additional duties and qualifications shall include all descriptions above as well as the following at a minimum: Knowledge of all accounting and bookkeeping procedures, including governmental/fund accounting knowledge, prepares financial statements and other reports; may participate in audit schedules, closings and special projects, Advanced computer experience. Training / supervising others to perform work activities, Preparing financial reports through trial balance, Identifying and correcting coding errors, Knowledge of accounting systems, procedures and theory, Ability to communicate clearly and accurately, Ability to train others in on-the job procedures.	\$16.90	

ng a 10-key calculator, Familiarity / knowledge of basic
Balancing calculated totals with receipts, posting credit or debit
chase orders, invoices or payments, Gathering
itions are listed in each Service Description. Offeror may add

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$13.00		\$14.95		none
\$14.30		\$16.25		none
\$15.93		\$17.23		none
\$17.23		\$18.53		none
\$16.25		\$17.55		none

\$18.20		\$19.50	none

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Accounting & Finance Professionals**

General Duties & Qualifications include the following at a minimum - Knowledge of basic office system (EKS), telephone and headset, Ability to communicate and record information accurate to deal with people patiently, Ability to proofread and correct errors, Receive and place telepho Proofread to verify that forms are completed properly. Additional duties & qualifications are list positions as applicable.

Service Position	Entry Level (Bill Rate)	
Customer Service Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receiving customer inquiries about a product or service, Providing information to callers regarding a product or service Recording and confirming customer orders, complaints or service information, Direct calls for further problem resolution, Skill in inputting and accessing information on paper, PC or CRT, Skill in using database, data entry or single windows software.	\$11.70	
Customer Service Inbound 2 - Additional duties and qualifications shall include Customer Service Inbound 1 as well as the following at a minimum: Handle large accounts or more difficult issues, Lead, teach, guide and/or motivate teams, First level problem resolution.	\$13.33	
Customer Service Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place outbound calls, Gather account status information, Gather customer complaint information, Direct calls for further problem resolution.	\$12.68	
Customer Service Outbound 2 - Additional duties and qualifications shall include Customer Service Outbound 1 as well as the following at a minimum: Place large volume daily calls, Handle more difficult situations, Manage, guide, motivate teams	\$13.98	
Market Research Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receive incoming calls resulting from mass mailings or product demonstration, Gather information about caller's experience and/or opinion of product or service, Ability to lead, teach, guide, motivate team.	\$11.70	
Market Research Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place calls to inquire for opinions, Place outbound calls from master list to survey, Interview or gather feedback related to specific topic	\$12.35	

Feedback related to specific topic.		
Sales Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receive incoming calls, Schedule appointments, Sell a product or service, Ability to work in a goal oriented environment, Upsell as appropriate, Responsible for specific accounts or geographic areas.	\$13.00	
Sales Inbound 2 - Additional duties and qualifications shall include Sales Inbound 1 as well as the following at a minimum: Receive calls from large accounts or difficult geographic regions, Lead, teach, guide and/or motivate teams.	\$13.65	
Sales Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place calls to sell a product or service, Place calls to schedule appointment to sell product or service, Perform with respect to quotas or sales goals, Upsell as appropriate, handle specific accounts or geographic area.	\$14.30	
Sales Outbound 2 - Additional duties and qualifications shall include Sales Outbound 1 as well as the following at a minimum: Work with larger accounts or difficult geographic regions, Lead, teach, guide and/or motivate teams.	\$14.95	
Help Desk Analyst - Additional duties and qualifications shall include the following at a minimum: Receive and screen incoming calls, Receive and service requests, Create problem reports, Troubleshoot for problem identification, Provide recommendations/solutions to complex issues.	\$14.63	

equipment including a personal computer, electronic key
 ily, Ability to question others to determine specific needs, Ability
 ne calls, Fill out and verify information on forms or records,
 ted in each Service Description. Offeror may add service

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$13.65		\$16.90		none
\$14.95		\$18.20		none
\$14.63		\$17.55		none
\$16.25		\$19.18		none
\$13.65		\$16.58		none
\$14.30		\$17.23		none

\$14.63		\$17.88		none
\$15.93		\$18.85		none
\$16.90		\$20.48		none
\$17.55		\$21.13		none
\$17.23		\$21.45		none

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Accounting & Finance Professionals**

General Duties & Qualifications include the following at a minimum - Knowledge of basic office reader or printer, postage meter and 10-key calculator, Ability to accurately count materials / its work, Ability to perform simple mathematical calculations, Ability to follow instructions, Sorting : coded system, Creating lists or directories, Verifying information on forms. Additional duties & may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Clerk 1 (Mail/File Records Clerk) - Additional duties and qualifications shall include the following at a minimum: Determining postage requirements and placing labels and postage on outgoing mail, Delivering and collecting incoming or outgoing mail and messages, Retrieving materials from files, Checking files for duplicate, missing or misfiled items, Collating, Ability to perform repetitive work, Ability to stand or sit for long periods of time	\$10.40	
Clerk 2 - Additional duties and qualifications shall include Clerk 1 as well as the following at a minimum: Unpacking incoming materials and checking for proper quantities or defects, Sorting and routing incoming materials, Delivering and collecting incoming or outgoing mail and messages.	\$11.05	
Senior Clerk 1 (Proofreading/Recordkeeping/Coding Clerk) - Additional duties and qualifications shall include the following at a minimum: Proofreading documents for typographical errors, Completing forms, Accessing information in graphs, tables, etc., Ability to proofread and correct errors in documents.	\$12.03	
Senior Clerk 2 (Filing/Typing Clerk, Cashier) - Additional duties and qualifications shall include Senior Clerk 1 as well as the following at a minimum: Producing lists, labels, forms or other simple and/or brief documents, Operating a cash register, Sorting, counting and wrapping money, Knowledge of grammar, Ability to stand or sit for long periods of time.	\$13.00	
Records Management Clerk (Microfilm Clerk) - Additional duties and qualifications shall include the following at a minimum: Preparing documents for microfilm/fiche, Inspecting microfilm/fiche for readability (quality control), Operating microfilm/fiche reader/printer, Counting documents, materials, etc., and grouping them into batches, Tabulating	\$10.40	

batch totals, Assigning numeric, alpha, color codes, etc., to materials.		
Senior Records Management Clerk - Additional duties and qualifications shall include Records Management Clerk as well as the following at a minimum: Gathering and proofreading data to be included in reports, Reviewing content of documents to determine correct filing, Checking manual files for duplicate, missing or misfiled items, Setting up manual filing systems, Preparing filed materials for storage, Destroying documents according to guidelines, Ability to work on more than one task at a time.	\$12.03	

equipment including microfilm / fiche camera, microfilm / fiche
ems, Knowledge of standard filing systems, Ability to do detailed
and filing materials according to an alphabetic, numeric or color-
qualifications are listed in each Service Description. Offeror

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$12.03		\$14.30		none
\$12.67		\$14.95		none
\$13.98		\$16.58		none
\$14.95		\$17.55		none
\$11.70		\$13.98		none

\$13.98		\$16.58		none

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Accounting & Finance Professionals**

General Duties & Qualifications include the following at a minimum - Knowledge of basic office 10-Key calculator, Ability to accurately input information into a computer, Ability to follow instructions, Ability to proofread and correct errors, Inputting information into a computer, Accessing information, Performing various clerical duties. Additional duties & qualifications are listed in each Service

Service Position	Entry Level (Bill Rate)	
Operator 1 - Additional duties and qualifications shall include the following at a minimum: Entering data up to 25% of the time, Approximately 5,000-9,000 keystrokes per hour.	\$11.38	
Operator 2 - Additional duties and qualifications shall include the following at a minimum: Entering data more than 25% of the time, Approximately 9,000-12,000 keystrokes per hour.	\$12.68	
Operator 3 (Key Disc Operator) - Additional duties and qualifications shall include the following at a minimum: Production data entry, Entering data more than 50% of the time, Approximately 12,000-15,000 keystrokes per hour.	\$14.30	
Operator 4 (Key Disc Operator) - Additional duties and qualifications shall include the following at a minimum: Production data entry, Entering data more than 75% of the time, Approximately 15,000+ keystrokes per hour	\$14.63	

Equipment including personal computer / CRT, mainframe and
 ctions, Ability to perform repetitive work, Ability to do detailed
 nformation from a computer, Verifying information on a screen,
 Description. Offeror may add service positions as applicable.

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$12.68		\$14.63		none
\$14.63		\$16.58		none
\$16.58		\$17.88		none
\$17.55		\$19.50		none

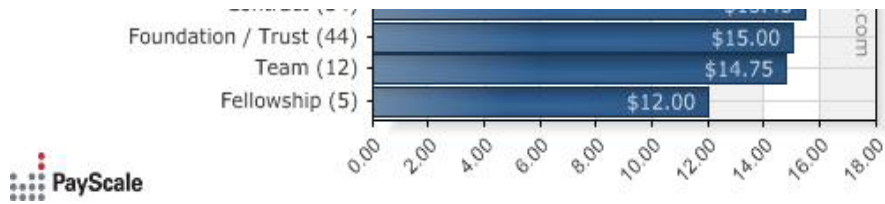
SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Accounting & Finance Professionals**

General Duties & Qualifications include the following at a minimum - Bachelor's degree from an administrative or substitute teacher certificate, Ability to follow pre-developed lesson plans, Ability to verbally communicate learning concepts, Ability to work within the guidelines and periods of time, Organizational ability, Patience, Desire to work with children. Additional duties may add service positions as applicable.

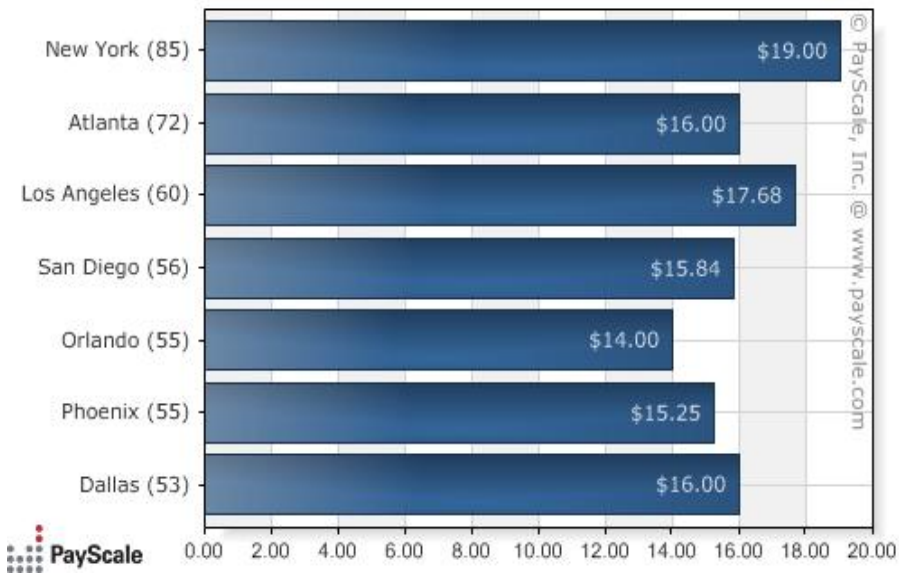
Service Position	Entry Level (Bill Rate)	
Education (Other)		
School Secretary - Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.	\$13.98	
Office Administrator - Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.	\$15.28	
Executive Secretary - People with this job title typically fall into one of the following standard occupations: Executive Secretaries and Administrative Assistants - Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. First-Line Supervisors, Administrative Support - Supervise and coordinate activities of workers involved in providing administrative support.	\$16.58	

Median Hourly Rate by Employer Type - **Job: Executive Secretary or**





Median Hourly Rate by City - **Job: Executive Secretary or Administrative Assistant** (United States)



n accredited institution with a valid Arizona teaching,
 ility to establish and maintain a quality learning environment,
 cies of school administration, Ability to remain on feet for long
 s & qualifications are listed in each Service Description. Offeror

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$16.58		\$18.85		None
\$17.55		\$20.15		None
\$18.85		\$21.45		None

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Accounting & Finance Professionals

General Duties & Qualifications include the following at a minimum - Considerable knowledge of insurance claims adjudication practice and procedures, Ability to understand, investigate, negotiate, settle, analyze and evaluate information from engineers, architects, attorneys, carriers, medical providers, claimant's representatives, and staff, Ability to interpret and apply Federal and State statutes, rules, and policies and procedures of legal rules of civil procedures in both Federal and State lawsuits, Skill in customer service and negotiating claim settlements with claimants, attorneys and/or third parties, Skill in written and claim evaluation reports, Skill in planning, organizing, interpreting and analyzing complex legal situations to reach logical conclusions and reasonable recommendations, Knowledge of labor relations.

Service Position	Entry Level (Bill Rate)	
Claims Specialist - Additional duties and qualifications shall include the following at a minimum: Considerable knowledge of multi-line insurance claims adjudication practice and procedures, Considerable knowledge of Arizona insurance laws and of the State's self-insurance program operations, Ability to investigate, research, analyze, and draw logical conclusions, Ability to interpret and apply complex rules, regulations and policies, Ability to establish and maintain effective working relationships with those contacted in the course of business. One year of multi-line insurance claims processing experience or two years of administrative level experience in insurance claims administration required.	\$14.95	
Worker's Compensation Specialist - Additional duties and qualifications shall include the following at a minimum: Two years of experience processing Workers' Compensation Insurance claims, Knowledge of Workers' Compensation Insurance laws, rules and regulations, EDP claims management systems, Knowledge of applicable Court of Appeals rulings and labor market publications and journals, Knowledge of Loss-of-Earning Capacity (LEC) to make appropriate awards.	\$15.28	
Claims Adjuster 1 - Additional duties and qualifications shall include the following at a minimum: Knowledge of state government structure and functions, Knowledge of Federal/State statutes, practices and agency standards, policies and procedures applicable to insurance workers' compensation, contracts, Court of Appeal rulings and legal practices, Knowledge of civil procedure in both Federal and State court, Knowledge and understanding of insurance contracts and related law.	\$15.60	

Knowledge and understanding of insurance contracts and related law, Knowledge of workers' compensation claims management practices, Early return-to-Work Programs, EDP claims management system, Claims investigation methods, Litigation management, Ability to process subrogation.		
Claims Adjuster 2 - Additional duties and qualifications shall include Claims Adjuster 1 as well as the following at a minimum: Knowledge of vocational rehabilitation, structured settlements and annuities, Knowledge of Americans with Disability Act and disability management and physical requirements for an extensive number of occupations, Knowledge of professional medical standards of care required of hospitals, physicians and other medical personnel, Knowledge of industrial manufacturing and building standards, Knowledge of litigation management to control substantial and highly complex liability and/or workers' compensation claims and/or lawsuits, Skill in preserving field evidence, conducting inspections, investigating, securing, documenting, analyzing and evaluating facts surrounding claims, Ability to prepare narrative, statistical report with conclusions and/or recommendations relating to property, liability, and workers' compensation claims, Ability to learn the Risk Management Environment system.	\$18.20	

of insurance industry and medical terminology, ability to
 architects, contractors, accountants, CPAs, physicians, etc.,
 State government, universities and county court systems and the
 interpersonal relations as applied to contracts with other agency
 dependents, employers, attorneys and the public, Skill in
 oral communication, Skill in electronic communications including
 , medical, economic, accident reconstruction and contractual
 market conditions, Knowledge of State government, structure and

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$16.90		\$21.13		none
\$17.23		\$21.45		none
\$17.55		\$22.10		none

\$20.15		\$24.05	none

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Accounting & Finance Professionals

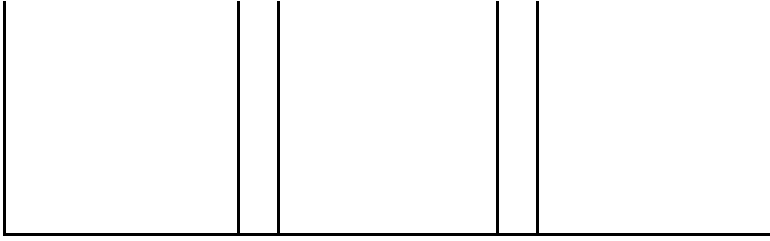
General Duties & Qualifications include the following at a minimum - Knowledge of legal terminology such as letters, memos, proposals and statistical material, Transcribing shorthand notes, Transcribing documents, Placing, receiving and routing phone calls, Scheduling appointments, Making travel arrangements, Compiling information and record keeping, Photocopying / using a facsimile machine, Preparing documents following company standards, Ability to proofread and correct errors in documents, Dictation / transcription equipment, Electric / electronic typewriter, Facsimile machine, Personal qualifications are listed in each Service Description. Offeror may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Legal Secretary 1 - Additional duties and qualifications shall include the following at a minimum: Handling legal administrative detail, Compiling legal documents, Following and creating special formats to meet legal documentation requirements, Using single software to perform intermediate word processing functions, Ability to provide administrative support in a legal environment, Ability to adapt quickly to terminology and legal environment demands.	\$15.60	
Legal Secretary 2 - Additional duties and qualifications shall include Legal Secretary 1 as well as the following: Creating legal materials and documentation, Prepares papers and correspondence of a legal nature such as petitions, briefs, summonses, complaints, motions and subpoenas, Administrative support in a legal environment, Using multiple software to perform intermediate to advanced word processing and/or spreadsheet functions, Experience in supporting a legal environment, Handling meeting arrangements, agendas, notifications and deadlines, Ability to transcribe from Dictaphone equipment,	\$18.20	
Paralegal - Additional duties and qualifications shall include the following at a minimum: A Diploma/Certification/Degree in paralegal studies from an institutionally accredited program in Arizona with American Bar Association approval; OR a law degree from an accredited law school; OR three years of verifiable full time paralegal experience; and a Notary Public Commission (If qualifying with law degree, the individual must never have been licensed attorney in any jurisdiction). Knowledge of concepts, terminology (terms of art), principles and procedures of law, Knowledge of methods and techniques of legal research and the use of statutes, codes, legal encyclopedias, reporters and other primary and secondary sources	\$18.85	

encyclopedias, reporters and other primary and secondary sources, Knowledge of the complete civil litigation process, domestic relation's law and knowledge of criminal procedure, Conduct investigations and statistical and documentary research, Conduct legal research, Draft legal documents, correspondence and pleadings, Summarize depositions, interrogatories and testimony, Locate and interview witnesses, Reviews and analyzes case files; determines appropriate leg		
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iology and legal environment required, Producing documents
scribing from voice recordings, Proofreading and correcting
el or meeting arrangements, Handling incoming and outgoing
rforming simple mathematical calculations, Ability to produce
Ability to communicate clearly and accurately, Ability to use
il computer (PC) and Photocopy machine. Additional duties &
licable.

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$17.55		\$19.50		none
\$19.83		\$22.10		none
\$20.80		\$23.40		none



SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Accounting & Finance Professionals**

General Duties & Qualifications include the following at a minimum - Knowledge of medical terminology and medical basic office equipment including a 10-key calculator, Familiarity / knowledge of basic accounting terminology and accounting systems, Balancing calculated totals with receipts, posting credit or debit detail to accounting ledgers, Verifying the accuracy of vouchers, purchase orders, invoices or payments, Performing various clerical duties, Knowledge of microfilm / fiche camera, microfilm / fiche reader or printer, postage meter and 10-key calculator, Ability to accurately standard filing systems, Ability to do detailed work, Ability to perform simple mathematical calculations, Ability to file materials according to an alphabetic, numeric or color-coded system, Creating lists or directories, Verifying information as letters, memos, proposals and statistical material, Transcribing shorthand notes, Transcribing from voice recordings

Service Position	Entry Level (Bill Rate)		Journeymen Level (Bill Rate)
Medical Biller 1 - Additional duties and qualifications shall include the following at a minimum: Processing participant information from claims, Processing provider information from claims, Prepare documentation for mailing, Prepare document files, Skill in using mainframe, spreadsheet, database of other single software, Knowledge of manual/automated filing systems, Ability to accurately access/input data into a computer, Knowledge of medical terminology required.	\$13.00		\$14.95
Medical Biller 2 - Additional duties and qualifications shall include Medical Biller 1 as well as the following at a minimum: Prepare claims documentation utilizing ICD-9 and CPT coding, 1500, Ubs, Process/verify documentation for accuracy, Compile medical documentation files, Place/receive phone calls, Obtain insurance authorizations, Intermediate to advanced knowledge of multiple software, Experience with medical coding, Experience with insurance authorization procedures, Knowledge of medical terminology required.	\$14.95		\$16.90
Medical Records Clerk 1 - Additional duties and responsibilities shall include the following at a minimum: File, retrieve, transfer, maintain medical records and reports, Utilize records tracking protocols, Knowledge of alphabetical and numeric file systems, Ability to access and input data utilizing single software, Knowledge of medical terminology required.	\$11.05		\$13.00

Medical Records Clerk 2 - Additional duties and responsibilities shall include Medical Records Clerk 1 as well as the following at a minimum: File, maintain and review medical records for completeness, Knowledge of alpha, numeric and terminal digit file systems, Intermediate to advanced knowledge of multiple software, Experience in medical records processing and maintenance, Knowledge of medical terminology required.	\$13.00		\$14.95
Medical Secretary 1 - Additional duties and qualifications shall include the following at a minimum: Handling medical administrative detail, Compiling medical documents, Following and creating special formats and meet medical documentation requirements, Using single software to perform intermediate word processing functions	\$15.60		\$17.55
Medical Secretary 2 - Additional duties and qualifications shall include Medical Secretary 1 as well as the following at a minimum: Creating medical materials and documentation, Administrative support in a medical environment, Using multiple software to perform intermediate to advanced word processing and/or spreadsheet functions, Experience in supporting a medical environment, Handling meeting arrangements, agendas, notifications and deadlines, Ability to transcribe from Dictaphone equipment.	\$17.55		\$19.50

ical environment required, Knowledge of
 l concepts, Knowledge of computerized
 (e.g., receivables, payables, general ledger),
 knowledge of basic office equipment including
 tely count materials / items, Knowledge of
 follow instructions, Sorting and filing
 ration on forms. Producing documents such
 dings, Proofreading and correcting document

	Senior Level (Bill Rate)		Shift Differential (3rd Shift)
	\$16.90		none
	\$18.53		none
	\$14.95		none

	\$16.90		none
	\$19.50		none
	\$21.45		none

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Accounting & Finance Professionals**

General Duties & Qualifications include the following at a minimum - Handling stock / supplies, calculations, Ability to transport items weighing up to 25 pounds, Ability to stand, sit or walk for calculator/Cash register, Answering product questions, Distributing flyers, samples, etc., Ability company's products or services, Greeting and assisting visitors / delegates / conferees who attend events, Placing, receiving and routing phone calls, Taking messages, Ability to interact with others patiently, Ability to record information. Additional duties & qualifications are listed in each Service applicable.

Service Position	Entry Level (Bill Rate)	
Detailing		
Detailing Representative 1 - Additional duties and qualifications shall include the following at a minimum: Arranging products according to a plan-o-gram, Rotating stock, Replacing damaged equipment, Maintaining stock and supplies, Monitoring conditions and pricing of merchandise, Ability to count materials / items, Ability to identify flaws in objects	\$11.38	
Detailing Representative 2 - Additional duties and qualifications shall include Detailing Representative 1 as well as the following at a minimum: Working with detailed plan-o-grams (e.g., 15 ft. plan-o-grams vs. 3 ft. plan-o-grams), Setting up merchandise displays, Evaluating product display effectiveness in attracting shoppers' attention, Performing simple record keeping, Ability to record information.	\$12.03	
Detailing (Other)		
Sales & Promotion		
Sampler - Additional duties and qualifications shall include the following at a minimum: Distributing samples of a product or coupon, Describing product benefits, Counting materials / items.	\$10.40	
Demonstrator 1 - Additional duties and responsibilities shall include the following at a minimum: Setting up and conducting product demonstrations, Assisting customers in selecting merchandise for purchase, Receiving cash and making change, Filling out forms / reports, Ability to convince others to purchase a product, Ability to effectively communicate in front of a group. Skill in operating a	\$11.05	

effectively communicate in front of a group, Skill in operating a calculator, adding machine or cash register.		
Demonstrator 2 - Additional duties and qualifications shall include Demonstrator 1 as well as the following at a minimum: Selling products / services using a script prepared by the customer, Selling a product geared to a specific audience, Preparing orders for a product and presenting them to cashier for processing, Ability to show patience when dealing with people.	\$11.70	
Comparison Shopper 1 - Additional duties and qualifications shall include the following at a minimum: Assuming the role of customer and "shopping the competition" for a company to learn about sales trends, customer preferences, products, prices and services, following prepared guidelines, Assuming the role of customer for company's own locations to evaluate staff performance following prepared guidelines, Purchasing merchandise, checking on products, services or prices, Ability to work with little supervision.	\$10.40	
Comparison Shopper 2 - Additional duties and qualifications shall include Comparison Shopper 1 as well as the following at a minimum: Evaluating a product or service based on specific / detailed guidelines provided by the customer and requiring specialized training, Ability to follow specific instructions.	\$11.05	
Trade Shows & Seminars		
Host / Hostess 1 - Additional duties and qualifications shall include the following at a minimum: Providing directions and general product information, Distributing flyers and product / service information, Ability to learn company's products or services.	\$10.40	
Host / Hostess 2 - Additional duties and qualifications shall include Host/Hostess 1 as well as the following at a minimum: Registering people at conventions, seminars or other events, Accepting registration fees, Performing simple record keeping, Preparing name badges, Checking rosters,	\$11.05	
Booth Attendant 1 - Additional duties and qualifications shall include the following at a minimum: Receiving and posting messages for attendees of conventions, trade shows or seminars, Greeting, screening and directing visitors, Using rosters / program schedules to keep track of people's locations so they can be contacted, Ability to work on more than one task at a time.	\$11.38	
Booth Attendant 2 - Additional duties and qualification shall include Booth Attendant 1 as well as the following at a minimum: Answering non-technical questions concerning a product or service, Directing giveaway programs or contests, Greeting, directing and guiding visitors through one or more exhibits, Ability to learn company's products or	\$13.00	

services, Ability to effectively communicate to an audience.

Counting items / materials, Performing simple mathematical
 long periods of time, Ability to use a calculator/10-key
 y to communicate clearly and accurately, Ability to learn a
 tend conventions, seminars, trade shows, exhibits or other
 rers using tact and diplomacy, Ability to deal with people
 ervice Description. Offeror may add service positions as

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$12.68		\$13.98		none
\$13.00		\$14.30		none

\$11.70		\$13.00		none
\$12.35		\$13.65		none

\$13.00		\$14.30		none
\$11.70		\$13.00		none
\$12.35		\$13.65		none
\$11.70		\$13.00		none
\$12.35		\$13.65		none
\$12.68		\$13.98		none
\$15.60		\$18.85		none

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SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Accounting & Finance Professionals**

General Duties & Qualifications include the following at a minimum - Placing, receiving and routing visitors, Greeting and directing visitors, Providing telephone directory assistance, Taking telephone messages, Ability to use a telephone system to receive and transfer calls, Ability to show patience and courtesy, Operating electronic typewriter, Electronic key system (EKS), Personal computer (PC) and Switchboard (each Service Description). Offeror may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Receptionist 1 - Additional duties and qualifications shall include the following at a minimum: Operating an electronic key system (EKS) or PBX, Receiving, delivering and sending mail, Receiving visitors and directing them to appropriate locations, Keeping track of people's locations so they can be contacted, Photocopying / using a facsimile machine, Verifying and copying information on forms or records, Accessing directories, Knowledge of mailing and shipping procedures, Ability to communicate clearly and accurately, Ability to access an automated directory or learn electronic mail on a PC.	\$11.05	
Receptionist 2 - Additional duties and qualifications shall include Receptionist 1 as well as the following at a minimum: Operating an electronic key system (EKS) or PBX, Producing memos, letters, lists, reports, etc., Receiving complaints or service / repair calls, Resolving customer problems on the phone with standard company responses, Maintaining reports, logs or lists, Providing information to callers regarding particular products / services, Skill in formatting, editing, inputting and printing documents on a typewriter or PC, Knowledge of company products and services, Ability to question others to determine their specific needs, Skill in using database software, Ability to access an automated directory or learn electronic mail on a PC.	\$12.35	
Switchboard Operator - Additional duties and qualifications shall include the following at a minimum: Operating an electronic key system (EKS) or PBX, Handle full switchboard responsibilities, Ability to place conference calls, overseas calls, use electronic mail, etc.,	\$12.03	

iting phone calls, Providing general information to callers or
 none messages, Ability to communicate clearly and accurately,
 urtesy when dealing with people, Ability to use Electric /
 PBX) system. Additional duties & qualifications are listed in

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$12.35		\$14.30		none
\$14.30		\$16.25		none
\$13.98		\$15.93		none

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Accounting & Finance Professionals**

General Duties & Qualifications include the following at a minimum - Ability to follow directions, and repetitive duties, Ability to keep counts on documents processed, Ability to communicate c 25 pounds, Ability to use a telephone system to receive and transfer calls, Ability to use electric computer (PC), 10-key. General knowledge including alphabetical and numerical filing, beginn qualifications are listed in each Service Description.

Service Position	Entry Level (Bill Rate)	
General Clerical - Position specifically in Document Staging, Outgoing Mailroom, Micrographics, Taxpayer Information and Assistance, License and Registration, Income Tax Processing. Additional duties and qualifications shall include the following at a minimum: Perform functions such as mail opening, disassembling and reassembling documents, filing and file retrieval, Assure that all mail containing payments is handled appropriately, Separate, sort, arrange documents and cash receipts, quality control documents to determine their computer processability, Operate a variety of outgoing mail equipment such as trimmers, bursters, inserters, postage meters as well as incoming mail equipment such as envelope openers, Hand sterilize documents and prepare forms for bulk mailing, Operate microfilm cameras, Answer telephones, Ability to make quick decisions on the proper disposition of documents.	\$10.40	
Error Reoslution and Document Processing - Additional duties and qualifications shall include the following at a minimum: Sort and/or edit income, corporate, sales and withholding tax documents, or resolve a variety of errors which may include utilizing a PC or interpreting computer output. Ability to communicate verbally and in writing with taxpayers, Skill at solving problems relative to tax documents.	\$11.05	
Remittance Processing - Additional duties and qualifications shall include the following at a minimum: Shall be able to enter data at a rate of 10,000 keystrokes per hour with an error rate not to exceed two percent (2%), Process and/or enter various tax documents and encode checks utilizing electronic keying equipment, Ability to operate a 10-key data keyboard by touch with speed and accuracy, Possess average math and accounting skills. Contractor shall test each applicant for 10-key skills prior to assignment and submit scores to DOR by the day of assignment.	\$12.03	

<p>Taxpayer Information & Assistance Agent - Additional duties and qualifications shall include the following at a minimum: Provide information and assistance to taxpayers by telephone, in person, or via correspondence relative to the preparation of numerous tax returns and the resolution of billing questions, Knowledge of Arizona Tax Forms, statutes, rules, Ability to research a problem or question in a timely manner, Skill in oral and written communication, math and accounting, and in the use of computer terminal, telephone, and office equipment.</p>	<p>\$13.33</p>	
<p>Data Entry Operator - Additional duties and qualifications shall include the following at a minimum: Shall be able to enter data at a rate of 8,000 keystrokes per hour with an error rate not to exceed two percent (2%), Shall be able to work with a limited amount of supervision, Ability to run and work with scanning equipment or 2D Bar-coding equipment, Ability to understand and use Data Entry equipment in an efficient manner, Shall possess a working knowledge of 10-key and/or reverse 10-key keyboards which includes typing skills. Contractor shall test each applicant for data entry skills prior to assignment and submit scores to DOR by the day of assignment.</p>	<p>\$11.05</p>	
<p>Blended Remittance Processing / Data Entry Clerk - Additional duties and qualifications shall include the following at a minimum: Shall be able to enter data at a rate of 10,000 keystrokes per hour with an error rate not to exceed two percent (2%), Process and/or enter various tax documents and encode checks utilizing electronic keying equipment, Shall be able to work with a limited amount of supervision, Ability to run and work with scanning equipment or 2D Bar-coding equipment, Ability to operate a 10-key keyboard by touch with speed and accuracy, Shall be able to understand and use Data Entry equipment in an efficient manner. Shall possess a working knowledge of 10-key and/or reverse 10-key keyboards which includes typing skills, Possess average math and accounting skills, Contractor shall test each applicant for 10-key skills prior to assignment and submit scores to DOR by the day of assignment.</p>	<p>\$12.68</p>	

, Ability to operate a variety of equipment and perform routine
clearly and accurately, Manual dexterity, Perform lifting of up to
c / electronic typewriter, electronic key system (EKS), personal
ing accounting principles and practices, Additional duties &

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$12.03		\$14.30		none
\$12.68		\$15.28		none
\$13.98		\$16.58		none

\$14.95		\$17.55		none
\$12.68		\$15.28		none
\$14.63		\$16.90		none

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Allstaff Services

General Duties & Qualifications include the following at a minimum - Knowledge of basic office equipment including accounting/bookkeeping terminology and concepts, Knowledge of computerized/automated accounting systems, detail to accounting ledgers (e.g., receivables, payables, general ledger), Verifying the accuracy of vouchers, pur data/reasearching, Must possess analytical skills, Performing various clerical duties. Additional duties & qualifica service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Accounting Clerk 1 - Additional duties and qualifications shall include the following at a minimum: Copying/coding numbers or other information and filling out forms, Sorting and filing materials (automated filing systems), Counting materials, documents or other items, Revising spreadsheets (inserting and deleting columns and rows), Editing and inserting data (labels, figures, formulas), Skill in using mainframe, spreadsheet, database or other single software (excel, lotus123, access, SQL, etc), Knowledge of manual/automated filing systems, Ability to accurately input data into a computer.	\$10.72	
Accounting Clerk 2 - Additional duties and qualifications shall include Accounting Clerk 1 as well as the following at a minimum: Placing collection calls – accounts receivable, Performing production calculations, Processing invoices, vouchers, etc., based on departmental procedures and predefined authorization levels, Posting information to accounts (receivables, payables, general ledger), Comparing information to verify accuracy, Skill in performing simple mathematical calculations	\$11.87	
Senior Accounting Clerk 1 - Additional duties and qualifications shall include Accounting Clerk 1 & 2 as well as the following at a minimum: Sorting, counting and wrapping money, Issuing sales receipts/deposit slips, etc., Balancing/reconciling accounts, Determining formulas or calculations, Preparing financial entries; determining appropriate account classifications using chart of accounts, Ability to prioritize work, Ability to follow instructions	\$13.50	
Senior Accounting Clerk 2 - Additional duties and qualifications shall include those listed for Senior Accounting Clerk 1, Accounting Clerk 1 & 2, as well as the following at a minimum: Producing financial and statistical reports from subsidiary ledgers (payables and receivables), Preparing checks for payroll or payables, Preparing/issuing invoices, monthly statements or audit confirmations, Skill in preparing tables, graphs or charts.	\$14.10	
Bookkeeper - Additional duties and qualifications shall include the following at a minimum: Knowledge of spreadsheet software, ie; Excel or Lotus 123, knowledge of various accounting functions such as payables, receivables and payroll, 10-key by touch, Enters	\$20.92	

and verifies transactions in general ledger accounts and journals, balances books, completes reconciliations, familiar with all bookkeeping functions involved in maintaining company financial records including cost accounting, trial balances, and profit and loss statements.		
Accountant - Additional duties and qualifications shall include all descriptions above as well as the following at a minimum: Knowledge of all accounting and bookkeeping procedures, including governmental/fund accounting knowledge, prepares financial statements and other reports; may participate in audit schedules, closings and special projects, Advanced computer experience. Training / supervising others to perform work activities, Preparing financial reports through trial balance, Identifying and correcting coding errors, Knowledge of accounting systems, procedures and theory, Ability to communicate clearly and accurately, Ability to train others in on-the job procedures.	\$23.85	
Accounting (Other) - Offeror shall provide description of duties and qualifications. All other accounting positions	\$9.50	

ng a 10-key calculator, Familiarity / knowledge of basic
 Balancing calculated totals with receipts, posting credit or debit
 chase orders, invoices or payments, Gathering
 itions are listed in each Service Description. Offeror may add

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$11.30		\$12.50		
\$12.60		\$13.10		
\$13.75		\$14.00		
\$15.25		\$15.50		
\$21.75		\$22.50		

\$24.87		\$25.98		
\$10		\$10.50		

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Allstaff Services**

General Duties & Qualifications include the following at a minimum - Knowledge of basic office system (EKS), telephone and headset, Ability to communicate and record information accurate to deal with people patiently, Ability to proofread and correct errors, Receive and place telepho Proofread to verify that forms are completed properly. Additional duties & qualifications are list positions as applicable.

Service Position	Entry Level (Bill Rate)	
Customer Service Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receiving customer inquiries about a product or service, Providing information to callers regarding a product or service Recording and confirming customer orders, complaints or service information, Direct calls for further problem resolution, Skill in inputting and accessing information on paper, PC or CRT, Skill in using database, data entry or single windows software.	\$11.52	
Customer Service Inbound 2 - Additional duties and qualifications shall include Customer Service Inbound 1 as well as the following at a minimum: Handle large accounts or more difficult issues, Lead, teach, guide and/or motivate teams, First level problem resolution.	\$12.80	
Customer Service Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place outbound calls, Gather account status information, Gather customer complaint information, Direct calls for further problem resolution.	\$13.44	
Customer Service Outbound 2 - Additional duties and qualifications shall include Customer Service Outbound 1 as well as the following at a minimum: Place large volume daily calls, Handle more difficult situations, Manage, guide, motivate teams	\$13.76	
Market Research Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receive incoming calls resulting from mass mailings or product demonstration, Gather information about caller's experience and/or opinion of product or service, Ability to lead, teach, guide, motivate team.	\$14.40	
Market Research Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place calls to inquire for opinions, Place outbound calls from master list to survey. Interview or gather	\$11.52	

Place outbound calls from master list to survey, interview or gather feedback related to specific topic.		
Sales Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receive incoming calls, Schedule appointments, Sell a product or service, Ability to work in a goal oriented environment, Upsell as appropriate, Responsible for specific accounts or geographic areas.	\$12.80	
Sales Inbound 2 - Additional duties and qualifications shall include Sales Inbound 1 as well as the following at a minimum: Receive calls from large accounts or difficult geographic regions, Lead, teach, guide and/or motivate teams.	\$14.08	
Sales Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place calls to sell a product or service, Place calls to schedule appointment to sell product or service, Perform with respect to quotas or sales goals, Upsell as appropriate, handle specific accounts or geographic area.	\$14.37	
Sales Outbound 2 - Additional duties and qualifications shall include Sales Outbound 1 as well as the following at a minimum: Work with larger accounts or difficult geographic regions, Lead, teach, guide and/or motivate teams.	\$15.36	
Help Desk Analyst - Additional duties and qualifications shall include the following at a minimum: Receive and screen incoming calls, Receive and service requests, Create problem reports, Troubleshoot for problem identification, Provide recommendations/solutions to complex issues.	\$16.64	
Call Center (Other)	\$9.50	

equipment including a personal computer, electronic key
 ily, Ability to question others to determine specific needs, Ability
 ine calls, Fill out and verify information on forms or records,
 ted in each Service Description. Offeror may add service

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$12.16		\$12.48		10%
\$13.44		\$13.76		10%
\$13.76		\$14.08		10%
\$14.08		\$14.40		10%
\$14.37		\$15.04		10%
\$12.48		\$12.80		10%

\$13.44		\$14.08	10%
\$14.37		\$15.04	10%
\$15.36		\$16.00	10%
\$16.00		\$16.64	10%
\$17.92		\$19.20	10%
\$10.00		\$10.25	10%

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Allstaff Services**

General Duties & Qualifications include the following at a minimum - Knowledge of basic office reader or printer, postage meter and 10-key calculator, Ability to accurately count materials / its work, Ability to perform simple mathematical calculations, Ability to follow instructions, Sorting : coded system, Creating lists or directories, Verifying information on forms. Additional duties & may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Clerk 1 (Mail/File Records Clerk) - Additional duties and qualifications shall include the following at a minimum: Determining postage requirements and placing labels and postage on outgoing mail, Delivering and collecting incoming or outgoing mail and messages, Retrieving materials from files, Checking files for duplicate, missing or misfiled items, Collating, Ability to perform repetitive work, Ability to stand or sit for long periods of time	\$11.52	
Clerk 2 - Additional duties and qualifications shall include Clerk 1 as well as the following at a minimum: Unpacking incoming materials and checking for proper quantities or defects, Sorting and routing incoming materials, Delivering and collecting incoming or outgoing mail and messages.	\$12.16	
Senior Clerk 1 (Proofreading/Recordkeeping/Coding Clerk) - Additional duties and qualifications shall include the following at a minimum: Proofreading documents for typographical errors, Completing forms, Accessing information in graphs, tables, etc., Ability to proofread and correct errors in documents.	\$12.80	
Senior Clerk 2 (Filing/Typing Clerk, Cashier) - Additional duties and qualifications shall include Senior Clerk 1 as well as the following at a minimum: Producing lists, labels, forms or other simple and/or brief documents, Operating a cash register, Sorting, counting and wrapping money, Knowledge of grammar, Ability to stand or sit for long periods of time.	\$13.76	
Records Management Clerk (Microfilm Clerk) - Additional duties and qualifications shall include the following at a minimum: Preparing documents for microfilm/fiche, Inspecting microfilm/fiche for readability (quality control), Operating microfilm/fiche reader/printer, Counting	\$14.72	

documents, materials, etc., and grouping them into batches, Tabulating batch totals, Assigning numeric, alpha, color codes, etc., to materials.		
Senior Records Management Clerk - Additional duties and qualifications shall include Records Management Clerk as well as the following at a minimum: Gathering and proofreading data to be included in reports, Reviewing content of documents to determine correct filing, Checking manual files for duplicate, missing or misfiled items, Setting up manual filing systems, Preparing filed materials for storage, Destroying documents according to guidelines, Ability to work on more than one task at a time.	\$16.00	
Clerk (Other) All other clerical positions	\$9.50	

equipment including microfilm / fiche camera, microfilm / fiche
ems, Knowledge of standard filing systems, Ability to do detailed
and filing materials according to an alphabetic, numeric or color-
qualifications are listed in each Service Description. Offeror

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$12.16		\$12.80		10%
\$12.80		\$13.44		10%
\$13.44		\$13.76		10%
\$14.08		\$14.73		10%
\$15.36		\$16.00		10%

\$16.64		\$17.28		10%
\$10.00		\$10.25		10%

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Allstaff Services**

General Duties & Qualifications include the following at a minimum - Knowledge of basic office 10-Key calculator, Ability to accurately input information into a computer, Ability to follow instructions, Ability to proofread and correct errors, Inputting information into a computer, Accessing information, Performing various clerical duties. Additional duties & qualifications are listed in each Service

Service Position	Entry Level (Bill Rate)	
Operator 1 - Additional duties and qualifications shall include the following at a minimum: Entering data up to 25% of the time, Approximately 5,000-9,000 keystrokes per hour.	\$11.52	
Operator 2 - Additional duties and qualifications shall include the following at a minimum: Entering data more than 25% of the time, Approximately 9,000-12,000 keystrokes per hour.	\$12.80	
Operator 3 (Key Disc Operator) - Additional duties and qualifications shall include the following at a minimum: Production data entry, Entering data more than 50% of the time, Approximately 12,000-15,000 keystrokes per hour.	\$14.08	
Operator 4 (Key Disc Operator) - Additional duties and qualifications shall include the following at a minimum: Production data entry, Entering data more than 75% of the time, Approximately 15,000+ keystrokes per hour	\$15.04	
Data Entry (Other) All other Data Entry Positions	\$10.00	

Equipment including personal computer / CRT, mainframe and
 ctions, Ability to perform repetitive work, Ability to do detailed
 nformation from a computer, Verifying information on a screen,
 Description. Offeror may add service positions as applicable.

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
				10%
\$12.16		\$12.48		
\$12.81		\$13.76		10%
\$14.72		\$15.04		10%
\$15.36		\$16.32		
\$10.25		\$10.50		10%

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Allstaff Services

General Duties & Qualifications include the following at a minimum - Considerable knowledge of insurance industry understand, investigate, negotiate, settle, analyze and evaluate information from engineers, architects, contractor Ability to interpret and apply Federal and State statutes, rules, and policies and procedures of State government, understand the legal rules of civil procedures in both Federal and State lawsuits, Skill in customer service and interpersonal relations with agency staff, representatives of other governmental agencies, carriers, medical providers, claimant's dependents, negotiating claim settlements with claimants, attorneys and/or third parties, Skill in written and oral communication including claim evaluation reports, Skill in planning, organizing, interpreting and analyzing complex legal, medical, contractual situations to reach logical conclusions and reasonable recommendations, Knowledge of labor market conditions

Service Position	Entry Level (Bill Rate)		Journeyman Level (Bill Rate)
Claims Specialist - Additional duties and qualifications shall include the following at a minimum: Considerable knowledge of multi-line insurance claims adjudication practice and procedures, Considerable knowledge of Arizona insurance laws and of the State's self-insurance program operations, Ability to investigate, research, analyze, and draw logical conclusions, Ability to interpret and apply complex rules, regulations and policies, Ability to establish and maintain effective working relationships with those contacted in the course of business. One year of multi-line insurance claims processing experience or two years of administrative level experience in insurance claims administration required.	\$17.92		\$19.20
Worker's Compensation Specialist - Additional duties and qualifications shall include the following at a minimum: Two years of experience processing Workers' Compensation Insurance claims, Knowledge of Workers' Compensation Insurance laws, rules and regulations, EDP claims management systems, Knowledge of applicable Court of Appeals rulings and labor market publications and journals, Knowledge of Loss-of-Earning Capacity (LEC) to make appropriate awards.	\$23.04		\$24.00
Claims Adjuster 1 - Additional duties and qualifications shall include the following at a minimum: Knowledge of state government structure and functions, Knowledge of Federal/State statutes, practices and agency standards, policies and procedures applicable to insurance workers' compensation, contracts, Court of Appeal rulings and legal practices, Knowledge of civil procedure in both Federal and State court, Knowledge and understanding of insurance contracts and related law, Knowledge of workers' compensation claims management practices	\$24.32		\$26.56

Knowledge of workers' compensation claims management practices, Early return-to-Work Programs, EDP claims management system, Claims investigation methods, Litigation management, Ability to process subrogation.			
Claims Adjuster 2 - Additional duties and qualifications shall include Claims Adjuster 1 as well as the following at a minimum: Knowledge of vocational rehabilitation, structured settlements and annuities, Knowledge of Americans with Disability Act and disability management and physical requirements for an extensive number of occupations, Knowledge of professional medical standards of care required of hospitals, physicians and other medical personnel, Knowledge of industrial manufacturing and building standards, Knowledge of litigation management to control substantial and highly complex liability and/or workers' compensation claims and/or lawsuits, Skill in preserving field evidence, conducting inspections, investigating, securing, documenting, analyzing and evaluating facts surrounding claims, Ability to prepare narrative, statistical report with conclusions and/or recommendations relating to property, liability, and workers' compensation claims, Ability to learn the Risk Management Envision system.	\$25.60		\$26.88
Insurance (Other) All other insurance positions	\$12.00		\$12.25

y and medical terminology, ability to
s, accountants, CPAs, physicians, etc.,
universities and county court systems and
relations as applied to contracts with other
employers, attorneys and the public, Skill in
r, Skill in electronic communications
economic, accident reconstruction and
conditions, Knowledge of State government, s

	Senior Level (Bill Rate)		Shift Differential (3rd Shift)
	\$23.04		10%
	\$24.32		10%
	\$25.60		

	\$28.16		
	\$12.50		

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Allstaff Services**

General Duties & Qualifications include the following at a minimum - Knowledge of legal terminology such as letters, memos, proposals and statistical material, Transcribing shorthand notes, Transcribing documents, Placing, receiving and routing phone calls, Scheduling appointments, Making travel arrangements, Compiling information and record keeping, Photocopying / using a facsimile machine, Preparing documents following company standards, Ability to proofread and correct errors in documents, Dictation / transcription equipment, Electric / electronic typewriter, Facsimile machine, Personal qualifications are listed in each Service Description. Offeror may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Legal Secretary 1 - Additional duties and qualifications shall include the following at a minimum: Handling legal administrative detail, Compiling legal documents, Following and creating special formats to meet legal documentation requirements, Using single software to perform intermediate word processing functions, Ability to provide administrative support in a legal environment, Ability to adapt quickly to terminology and legal environment demands.	\$15.36	
Legal Secretary 2 - Additional duties and qualifications shall include Legal Secretary 1 as well as the following: Creating legal materials and documentation, Prepares papers and correspondence of a legal nature such as petitions, briefs, summonses, complaints, motions and subpoenas, Administrative support in a legal environment, Using multiple software to perform intermediate to advanced word processing and/or spreadsheet functions, Experience in supporting a legal environment, Handling meeting arrangements, agendas, notifications and deadlines, Ability to transcribe from Dictaphone equipment,	\$16.32	
Paralegal - Additional duties and qualifications shall include the following at a minimum: A Diploma/Certification/Degree in paralegal studies from an institutionally accredited program in Arizona with American Bar Association approval; OR a law degree from an accredited law school; OR three years of verifiable full time paralegal experience; and a Notary Public Commission (If qualifying with law degree, the individual must never have been licensed attorney in any jurisdiction). Knowledge of concepts, terminology (terms of art), principles and procedures of law, Knowledge of methods and techniques of legal research and the use of statutes, codes, legal	\$19.20	

techniques of legal research and the use of statutes, codes, legal encyclopedias, reporters and other primary and secondary sources, Knowledge of the complete civil litigation process, domestic relation's law and knowledge of criminal procedure, Conduct investigations and statistical and documentary research, Conduct legal research, Draft legal documents, correspondence and pleadings, Summarize depositions, interrogatories and testimony, Locate and interview witnesses, Reviews and analyzes case files; determines appropriate leg		
Legal (Other)		
All other legal positions	\$12.00	

iology and legal environment required, Producing documents
scribing from voice recordings, Proofreading and correcting
el or meeting arrangements, Handling incoming and outgoing
rforming simple mathematical calculations, Ability to produce
Ability to communicate clearly and accurately, Ability to use
il computer (PC) and Photocopy machine. Additional duties &
licable.

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$16.00		\$16.32		10%
\$16.64		\$17.60		10%
\$20.48		\$21.76		10%

\$12.25		\$12.50		10%

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Allstaff Services**

General Duties & Qualifications include the following at a minimum - Ability to use a variety of tools / maintenance Ability to perform repetitive work, Ability to follow instructions, Ability to identify flaws or imperfections in a product, transport items weighing up to 75 pounds, Ability to accurately count materials, Ability to walk, sit or stand for long requirements or procedures, Safety steel toed shoes required, possess a valid Arizona's Driver's License as required materials / products to make sure they meet standards, Verifying information or accessing information in tables / li simple mathematical calculations, Copying numbers, codes or other information and filling out forms, Removing dirt floors, sinks, toilets, bathtubs or showers, Dusting or wiping furniture, fixtures or equipment, Maintaining company equipment, Packing materials or products into shipping containers, Sealing or wrapping packages for shipment, Pl

Service Position	Entry Level (Bill Rate)		Journeymen Level (Bill Rate)
Assembly			
Assembly Worker - Additional duties and qualifications shall include the following at a minimum: Buffing or polishing small parts, Trimming parts, Transporting materials using hand trucks or dollies, Packing materials or products into shipping containers, Assembling components using nuts, bolts, screws or glue, Assembling components using light-duty hand tools, Assembling large or medium size components, Performing repetitive work to meet company quotas, Ability to accurately count objects or materials, Ability to handle large objects.	\$11.52		\$12.16
Precision Assembler - Additional duties and qualifications shall include Assembly Worker as well as the following at a minimum: Soldering parts, wires and other small metal objects, Soldering parts, wires and other small metal objects, Following diagrams in blueprints, Ability to handle small objects.	\$12.80		\$13.44
Machine Tender - Additional duties and qualifications shall include the following at a minimum: Operating production machinery, Setting equipment / machinery to required settings, Monitoring the operation of machinery or equipment, Checking whether materials or products meet standards, Knowledge of basic machine operation, Knowledge of safety requirements or procedures for machine operation.	\$13.76		\$14.40
Quality Control Inspector - Additional duties and qualifications shall include the following at a minimum: Using testing equipment to check whether materials or products meet standards, Ability to identify defects and flaws	\$14.72		\$15.04

and laws.			
Auto Mechanic - Additional duties and qualifications shall include the following at a minimum: Performs automotive functions such as: Changes engine, transmission, and rear-end oils; replaces chassis and engine components (belts, alternators, water pumps, brakes, etc.); Minor automotive troubleshooting knowledge. Cleans and washes vehicles. Dispatches pool vehicles. Provides reporting documentation. Valid Arizona drivers license required.	\$19.20		\$20.48
Welder - Additional duties and qualifications shall include the following at a minimum: 5 years welding experience, Ability to read blueprints, drawings, sketches and/or understand verbal instructions, Use of Metal Inert Gas (MIG) & Tungsten Inert Gas (TIG) processes, Capable of operating welding equipment in performing maintenance and construction on equipment, machines, doors and other metals; fabricates a wide variety of metal parts such as brackets and hinges; performs oxygen-acetylene, electric arc and spot welding; performs miscellaneous welding repairs/modifications as needed, knowledge of materials and use of safety equipment and procedures.	\$19.20		\$20.48
Auto Body Painter - Additional duties and qualifications shall include the following at a minimum: 3 years experience in surface preparation, spray gun operation and related equipment, paint mixing / matching / applying, Knowledge of safety equipment and procedures.	\$23.00		\$24.00
Assembly (Other) All assembly positions	\$9.00		\$9.50
Maintenance			
General Maintenance Worker - Additional duties and qualifications shall include the following at a minimum: Performing miscellaneous general maintenance/laborer requirements, Replacing simple equipment, Setting up equipment (e.g., tables and chairs), Wash/clean/vacuum all types of equipment, move and load equipment, clean shop, Ability to retrieve objects out of reach, May be required to use various hand tools.	\$11.52		\$12.16
Building Maintenance Worker - Additional duties and qualifications shall include the following at a minimum: Performs maintenance work (laborer) with a general knowledge of carpentry, electrical, HVAC, plumbing, painting, and welding; Performs repairs on doors, windows, lighting, plumbing, ceilings, floor, shelving and office cubicles; Operates various manual and electrical tools and equipment; Knowledge on the use of computer for record keeping.	\$16.64		\$18.56
Painter - Additional duties and qualifications shall include the following at a minimum: Capable of painting and refinishing a wide variety of			

at a minimum. Capable of painting and refinishing a wide variety of interior and exterior items and areas including wood, wood trim, plastered walls, dry walls and metal surfaces. Prepares surfaces for painting; mixes, matches and applies paint, varnish shellac, stain and enamels; patches, spackles and caulks holes; surfaces and tiles small areas; tapes and textures drywall; operates spray guns; clean tools after use, assists in other areas as needed.	\$16.00		\$17.28
Janitor/Custodian - Additional duties and qualifications shall include the following at a minimum: Basic custodial duties including keep building/office clean and in orderly condition. Other duties to include sweeping, vacuuming, mopping, stripping, washing and buffing floors, washing walls/windows and emptying trash, cleans lavatories, kitchen facilities and rest rooms, keeps parking lots and patios clean, sets up and tears down equipment, Usually works under direct supervision but may be required to be self-directed, Knowledge of equipment and materials used in custodial work, Familiar with MSDS.	\$10.88		\$11.52
Groundskeeper - Additional duties and qualifications shall include the following at a minimum: Maintaining company grounds (e.g., collecting leaves, collecting trash, cutting grass, weed control, sprinkler systems), Knowledge of general groundskeeping and ability to use appropriate tools/equipment.	\$10.88		\$11.52
Housekeeper / Laundry - Additional duties and qualifications shall include the following at a minimum: Making beds, Capable of routine work weighing, washing, pressing and folding of clothes, linens and other washables, Performs related work as required.	\$11.66		\$12.28
Maintenance (Other)	\$9.00		\$9.50
Materials Handling			
Inventory Worker - Additional duties and qualifications shall include the following at a minimum: Tracing and tracking movement of material / supplies, Recording numbers, codes or other information, Stocking shelves, departments, etc., Ability to record information, Ability to perform repetitive work, Ability to work with detail (e.g., checking numbers, comparing lists), Ability to identify flaws and defects.	\$11.52		\$12.16
Pick & Pack Worker - Additional duties and qualifications shall include the following at a minimum: Filling orders or issuing supplies from stock, Checking physical condition of supplies / inventory, Counting materials, documents or other items, Recording numbers, codes or other information, Ability to work with detail (e.g., checking numbers, comparing lists), Ability to record information.	\$10.24		\$10.88
Shipping / Receiving Worker - Additional duties and qualifications shall			

Shipping / Receiving Worker - Additional duties and qualifications shall include the following at a minimum: Putting together boxes or shipping containers using glue or tape, Loading and unloading product shipments, Verifying and inspecting incoming materials and supplies for proper quantities and defects, Placing labels, numbers, prices, etc., on boxes / materials, Ability to work with detail (e.g., checking numbers, comparing lists), Knowledge of proper packaging methods, Ability to record information.	\$11.52		\$12.16
Warehouse Worker - Additional duties and qualifications shall include the following at a minimum: Capable of performing general warehouse work which requires forklift operation experience, Performs shipping and receiving including stocking shelves, ordering inventory, unload and load trucks, move merchandise, bar coding and familiarity to inventory/stock record keeping.	\$12.80		\$13.44
Vehicle / Equipment Operator - Additional duties and qualifications shall include the following at a minimum: Driving vehicles / transporting materials from one location to another. Knowledge of safety requirements or procedures for machine operation, Operates vehicles and/or equipment such as forklift, water trucks, dump trucks, sweepers, tractors, stripers, chemical spray trucks, etc.; operates a grader to clean and maintain roadways, drainage areas and similar properties. Uses auxiliary equipment as required. Transports various types of equipment to and from work site. Loads and unloads trucks. Assists repair crews with manual labor as needed. Flags traffic and sets barricades. Performs safety checks, services and makes minor repairs to assigned equipment. May perform maintenance crew functions; performs other duties of a similar nature or level. Possession of a valid Arizona Class A or B Commercial Drivers License, with appropriate endorsements may be required depending on assignment.	\$17.92		\$19.20
Materials Handling (Other) All other material handler positions	\$10.00		\$10.25
Food Services			
Food Service Worker 1 - Additional duties and qualifications shall include the following at a minimum: Washing dishes, pans and utensils, Clearing tables of trays and utensils, May be required to provide a current Food Handlers Card.	\$10.24		\$10.56
Food Service Worker 2 - Additional duties and qualifications shall include Food Service Worker 1 as well as the following at a minimum: Preparing food items, Serving food, Taking food orders, Knowledge of proper food preparation and storage methods.	\$10.88		\$11.52
Food Service Manager - Additional duties and qualification shall include Food Service Worker 1 & 2 as well as the following at a minimum:			

Food Service Worker 1 & 2 as well as the following at a minimum. Training / supervising others, Ability to train others in on-the-job procedures, Skill in organizing and setting priorities, Ability to communicate clearly and accurately, Specialized industry skill or knowledge.	\$12.80		\$13.76
Food Service (Other) All other food service positions	\$9.00		\$9.25

3 equipment, Possess manual dexterity,
 Ability to handle large objects, Ability to
 periods of time, Knowledge of safety
 red by customer, Checking or inspecting
 sts, Counting materials and performing
 irt and trash from work areas, Cleaning
 grounds, Setting up tables, chairs or
 lacing labels or stickers on materials, Unpack

	Senior Level (Bill Rate)		Shift Differential (3rd Shift)
	\$12.48		10%
	\$13.76		10%
	\$14.72		10%
	\$15.36		10%

			10%
	\$21.76		
			10%
	\$21.76		
			10%
	\$25.00		
			10%
	\$10.00		
			10%
	\$12.80		
			10%
	\$19.84		
			10%

	\$19.84		
			10%
	\$11.84		
			10%
	\$11.82		
			10%
	\$12.80		
			10%
	\$10.00		
			10%
	\$12.48		
			10%
	\$11.52		
			10%

	\$12.80		
			10%
	\$13.76		
			10%
	\$20.48		
			10%
	\$10.50		
			10%
	\$10.88		
			10%
	\$12.16		
			10%

	\$14.08		
	\$10.00		10%

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Allstaff Services**

General Duties & Qualifications include the following at a minimum - Knowledge of medical terminology and medical basic office equipment including a 10-key calculator, Familiarity / knowledge of basic accounting terminology and accounting systems, Balancing calculated totals with receipts, posting credit or debit detail to accounting ledgers, Verifying the accuracy of vouchers, purchase orders, invoices or payments, Performing various clerical duties, Knowledge of microfilm / fiche camera, microfilm / fiche reader or printer, postage meter and 10-key calculator, Ability to accurately standard filing systems, Ability to do detailed work, Ability to perform simple mathematical calculations, Ability to file materials according to an alphabetic, numeric or color-coded system, Creating lists or directories, Verifying information as letters, memos, proposals and statistical material, Transcribing shorthand notes, Transcribing from voice recordings

Service Position	Entry Level (Bill Rate)		Journeyman Level (Bill Rate)
Medical Biller 1 - Additional duties and qualifications shall include the following at a minimum: Processing participant information from claims, Processing provider information from claims, Prepare documentation for mailing, Prepare document files, Skill in using mainframe, spreadsheet, database of other single software, Knowledge of manual/automated filing systems, Ability to accurately access/input data into a computer, Knowledge of medical terminology required.	\$12.80		\$13.44
Medical Biller 2 - Additional duties and qualifications shall include Medical Biller 1 as well as the following at a minimum: Prepare claims documentation utilizing ICD-9 and CPT coding, 1500, Ubs, Process/verify documentation for accuracy, Compile medical documentation files, Place/receive phone calls, Obtain insurance authorizations, Intermediate to advanced knowledge of multiple software, Experience with medical coding, Experience with insurance authorization procedures, Knowledge of medical terminology required.	\$14.08		\$14.37
Medical Records Clerk 1 - Additional duties and responsibilities shall include the following at a minimum: File, retrieve, transfer, maintain medical records and reports, Utilize records tracking protocols, Knowledge of alphabetical and numeric file systems, Ability to access and input data utilizing single software, Knowledge of medical terminology required.	\$14.72		\$15.02

Medical Records Clerk 2 - Additional duties and responsibilities shall include Medical Records Clerk 1 as well as the following at a minimum: File, maintain and review medical records for completeness, Knowledge of alpha, numeric and terminal digit file systems, Intermediate to advanced knowledge of multiple software, Experience in medical records processing and maintenance, Knowledge of medical terminology required.	\$16.00		\$16.32
Medical Secretary 1 - Additional duties and qualifications shall include the following at a minimum: Handling medical administrative detail, Compiling medical documents, Following and creating special formats and meet medical documentation requirements, Using single software to perform intermediate word processing functions	\$12.80		\$13.44
Medical Secretary 2 - Additional duties and qualifications shall include Medical Secretary 1 as well as the following at a minimum: Creating medical materials and documentation, Administrative support in a medical environment, Using multiple software to perform intermediate to advanced word processing and/or spreadsheet functions, Experience in supporting a medical environment, Handling meeting arrangements, agendas, notifications and deadlines, Ability to transcribe from Dictaphone equipment.	\$14.72		\$15.36
Medical (Other) All other medical	\$10.00		\$10.25

ical environment required, Knowledge of
 l concepts, Knowledge of computerized
 (e.g., receivables, payables, general ledger),
 knowledge of basic office equipment including
 tely count materials / items, Knowledge of
 follow instructions, Sorting and filing
 ration on forms. Producing documents such
 dings, Proofreading and correcting document

	Senior Level (Bill Rate)		Shift Differential (3rd Shift)
	\$13.76		10%
	\$15.36		10%
	\$16.00		10%

	\$16.64		10%
	\$13.76		10%
	\$16.32		10%
	\$10.50		10%

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Allstaff Services

General Duties & Qualifications include the following at a minimum - Handling stock / supplies, calculations, Ability to transport items weighing up to 25 pounds, Ability to stand, sit or walk for calculator/Cash register, Answering product questions, Distributing flyers, samples, etc., Ability company's products or services, Greeting and assisting visitors / delegates / conferees who attend events, Placing, receiving and routing phone calls, Taking messages, Ability to interact with others patiently, Ability to record information. Additional duties & qualifications are listed in each Service applicable.

Service Position	Entry Level (Bill Rate)	
Detailing		
Detailing Representative 1 - Additional duties and qualifications shall include the following at a minimum: Arranging products according to a plan-o-gram, Rotating stock, Replacing damaged equipment, Maintaining stock and supplies, Monitoring conditions and pricing of merchandise, Ability to count materials / items, Ability to identify flaws in objects	\$10.24	
Detailing Representative 2 - Additional duties and qualifications shall include Detailing Representative 1 as well as the following at a minimum: Working with detailed plan-o-grams (e.g., 15 ft. plan-o-grams vs. 3 ft. plan-o-grams), Setting up merchandise displays, Evaluating product display effectiveness in attracting shoppers' attention, Performing simple record keeping, Ability to record information.	\$11.39	
Detailing (Other) All other detailing positions	\$9.00	
Sales & Promotion		
Sampler - Additional duties and qualifications shall include the following at a minimum: Distributing samples of a product or coupon, Describing product benefits, Counting materials / items.	\$10.88	
Demonstrator 1 - Additional duties and responsibilities shall include the		

Demonstrator 1 - Additional duties and responsibilities shall include the following at a minimum: Setting up and conducting product demonstrations, Assisting customers in selecting merchandise for purchase, Receiving cash and making change, Filling out forms / reports, Ability to convince others to purchase a product, Ability to effectively communicate in front of a group, Skill in operating a calculator, adding machine or cash register.	\$11.84	
Demonstrator 2 - Additional duties and qualifications shall include Demonstrator 1 as well as the following at a minimum: Selling products / services using a script prepared by the customer, Selling a product geared to a specific audience, Preparing orders for a product and presenting them to cashier for processing, Ability to show patience when dealing with people.	\$12.80	
Comparison Shopper 1 - Additional duties and qualifications shall include the following at a minimum: Assuming the role of customer and "shopping the competition" for a company to learn about sales trends, customer preferences, products, prices and services, following prepared guidelines, Assuming the role of customer for company's own locations to evaluate staff performance following prepared guidelines, Purchasing merchandise, checking on products, services or prices, Ability to work with little supervision.	\$14.40	
Comparison Shopper 2 - Additional duties and qualifications shall include Comparison Shopper 1 as well as the following at a minimum: Evaluating a product or service based on specific / detailed guidelines provided by the customer and requiring specialized training, Ability to follow specific instructions.	\$15.68	
Sales & Promotion (Other)		
All other sales and promotion positions	\$10.00	
Trade Shows & Seminars		
Host / Hostess 1 - Additional duties and qualifications shall include the following at a minimum: Providing directions and general product information, Distributing flyers and product / service information, Ability to learn company's products or services.	\$10.88	
Host / Hostess 2 - Additional duties and qualifications shall include Host/Hostess 1 as well as the following at a minimum: Registering people at conventions, seminars or other events, Accepting registration fees, Performing simple record keeping, Preparing name badges, Checking rosters,	\$11.52	
Booth Attendant 1 - Additional duties and qualifications shall include the following at a minimum: Receiving and posting messages for attendees		

Following at a minimum: Receiving and posting messages for attendees of conventions, trade shows or seminars, Greeting, screening and directing visitors, Using rosters / program schedules to keep track of people's locations so they can be contacted, Ability to work on more than one task at a time.	\$12.48	
Booth Attendant 2 - Additional duties and qualification shall include Booth Attendant 1 as well as the following at a minimum: Answering non-technical questions concerning a product or service, Directing giveaway programs or contests, Greeting, directing and guiding visitors through one or more exhibits, Ability to learn company's products or services, Ability to effectively communicate to an audience.	\$13.12	
Trade Shows & Seminars (Other)		
All other trade shows and seminar positions	\$10.00	

Counting items / materials, Performing simple mathematical
 long periods of time, Ability to use a calculator/10-key
 y to communicate clearly and accurately, Ability to learn a
 tend conventions, seminars, trade shows, exhibits or other
 rers using tact and diplomacy, Ability to deal with people
 ervice Description. Offeror may add service positions as

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$10.56		\$10.88		10%
\$11.53		\$12.16		10%
\$9.25		\$9.50		10%
\$11.20		\$11.52		10%
				10%

\$12.16		\$12.48		
				10%
\$13.44		\$14.08		
				10%
\$14.72		\$15.36		
				10%
\$16.00		\$16.32		
\$10.25		\$10.50		10%
\$11.20		\$11.52		10%
\$12.16		\$12.48		10%
				10%

\$12.80		\$13.12		
\$13.76		\$14.08		10%
\$10.25		\$10.50		10%

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Corporate Job Bank Personnel**

General Duties & Qualifications include the following at a minimum - Knowledge of basic office equipment including accounting/bookkeeping terminology and concepts, Knowledge of computerized/automated accounting systems, detail to accounting ledgers (e.g., receivables, payables, general ledger), Verifying the accuracy of vouchers, pur data/reasearching, Must possess analytical skills, Performing various clerical duties. Additional duties & qualifica service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Accounting Clerk 1 - Additional duties and qualifications shall include the following at a minimum: Copying/coding numbers or other information and filling out forms, Sorting and filing materials (automated filing systems), Counting materials, documents or other items, Revising spreadsheets (inserting and deleting columns and rows), Editing and inserting data (labels, figures, formulas), Skill in using mainframe, spreadsheet, database or other single software (excel, lotus123, access, SQL, etc), Knowledge of manual/automated filing systems, Ability to accurately input data into a computer.	11.44	
Accounting Clerk 2 - Additional duties and qualifications shall include Accounting Clerk 1 as well as the following at a minimum: Placing collection calls – accounts receivable, Performing production calculations, Processing invoices, vouchers, etc., based on departmental procedures and predefined authorization levels, Posting information to accounts (receivables, payables, general ledger), Comparing information to verify accuracy, Skill in performing simple mathematical calculations	12.92	
Senior Accounting Clerk 1 - Additional duties and qualifications shall include Accounting Clerk 1 & 2 as well as the following at a minimum: Sorting, counting and wrapping money, Issuing sales receipts/deposit slips, etc., Balancing/reconciling accounts, Determining formulas or calculations, Preparing financial entries; determining appropriate account classifications using chart of accounts, Ability to prioritize work, Ability to follow instructions	13.2	
Senior Accounting Clerk 2 - Additional duties and qualifications shall include those listed for Senior Accounting Clerk 1, Accounting Clerk 1 & 2, as well as the following at a minimum: Producing financial and statistical reports from subsidiary ledgers (payables and receivables), Preparing checks for payroll or payables, Preparing/issuing invoices, monthly statements or audit confirmations, Skill in preparing tables, graphs or charts.	15.12	
Bookkeeper - Additional duties and qualifications shall include the following at a minimum: Knowledge of spreadsheet software, ie; Excel or Lotus 123, knowledge of various accounting functions such as payables, receivables and payroll, 10-key by touch, Enters		

and verifies transactions in general ledger accounts and journals, balances books, completes reconciliations, familiar with all bookkeeping functions involved in maintaining company financial records including cost accounting, trial balances, and profit and loss statements.	15.55
Accountant - Additional duties and qualifications shall include all descriptions above as well as the following at a minimum: Knowledge of all accounting and bookkeeping procedures, including governmental/fund accounting knowledge, prepares financial statements and other reports; may participate in audit schedules, closings and special projects, Advanced computer experience. Training / supervising others to perform work activities, Preparing financial reports through trial balance, Identifying and correcting coding errors, Knowledge of accounting systems, procedures and theory, Ability to communicate clearly and accurately, Ability to train others in on-the job procedures.	16.48

ng a 10-key calculator, Familiarity / knowledge of basic
 Balancing calculated totals with receipts, posting credit or debit
 chase orders, invoices or payments, Gathering
 itions are listed in each Service Description. Offeror may add

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
13.12		15.01		8%
15.12		17.03		8%
14.78		17.12		8%
17.01		18.02		8%

17.92		20.01		8%
20.56		24.45		8%

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Corporate Job Bank Personnel**

General Duties & Qualifications include the following at a minimum - Knowledge of basic office system (EKS), telephone and headset, Ability to communicate and record information accurate to deal with people patiently, Ability to proofread and correct errors, Receive and place telepho Proofread to verify that forms are completed properly. Additional duties & qualifications are list positions as applicable.

Service Position	Entry Level (Bill Rate)	
Customer Service Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receiving customer inquiries about a product or service, Providing information to callers regarding a product or service Recording and confirming customer orders, complaints or service information, Direct calls for further problem resolution, Skill in inputting and accessing information on paper, PC or CRT, Skill in using database, data entry or single windows software.	11.78	
Customer Service Inbound 2 - Additional duties and qualifications shall include Customer Service Inbound 1 as well as the following at a minimum: Handle large accounts or more difficult issues, Lead, teach, guide and/or motivate teams, First level problem resolution.	13.55	
Customer Service Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place outbound calls, Gather account status information, Gather customer complaint information, Direct calls for further problem resolution.	11.45	
Customer Service Outbound 2 - Additional duties and qualifications shall include Customer Service Outbound 1 as well as the following at a minimum: Place large volume daily calls, Handle more difficult situations, Manage, guide, motivate teams	13.44	
Market Research Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receive incoming calls resulting from mass mailings or product demonstration, Gather information about caller's experience and/or opinion of product or service, Ability to lead, teach, guide, motivate team.	11.45	
Market Research Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place calls to inquire for opinions, Place outbound calls from master list to survey. Interview or gather	13.12	

Place outbound calls from master list to survey, interview or gather feedback related to specific topic.		
Sales Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receive incoming calls, Schedule appointments, Sell a product or service, Ability to work in a goal oriented environment, Upsell as appropriate, Responsible for specific accounts or geographic areas.	11.44	
Sales Inbound 2 - Additional duties and qualifications shall include Sales Inbound 1 as well as the following at a minimum: Receive calls from large accounts or difficult geographic regions, Lead, teach, guide and/or motivate teams.	12.8	
Sales Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place calls to sell a product or service, Place calls to schedule appointment to sell product or service, Perform with respect to quotas or sales goals, Upsell as appropriate, handle specific accounts or geographic area.	13.02	
Sales Outbound 2 - Additional duties and qualifications shall include Sales Outbound 1 as well as the following at a minimum: Work with larger accounts or difficult geographic regions, Lead, teach, guide and/or motivate teams.	14.02	
Help Desk Analyst - Additional duties and qualifications shall include the following at a minimum: Receive and screen incoming calls, Receive and service requests, Create problem reports, Troubleshoot for problem identification, Provide recommendations/solutions to complex issues.	14.44	
Call Center (Other) Team Lead - Additional duties and qualifications may include the following: Bachelors degree, two plus years experience supervising a group of employees. Experience in insurance benefits enrollments. Proficiency in advanced phone systems and/or software. Organize reports, manage team goals. Handle varied inquiries with regard to company policies, procedures and products.	16.64	

equipment including a personal computer, electronic key
 ily, Ability to question others to determine specific needs, Ability
 ine calls, Fill out and verify information on forms or records,
 ted in each Service Description. Offeror may add service

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
13.68		14.92		8%
15.06		16.08		8%
13.66		15.02		8%
15.06		16.08		8%
13.12		14.44		8%
14.88		15.89		8%

13.55		14.55	8%
14.45		15.52	8%
14.89		15.45	8%
15.98		16.64	8%
16.02		17.12	8%
18.66		19.33	8%

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Corporate Job Bank Personnel**

General Duties & Qualifications include the following at a minimum - Knowledge of basic office reader or printer, postage meter and 10-key calculator, Ability to accurately count materials / its work, Ability to perform simple mathematical calculations, Ability to follow instructions, Sorting : coded system, Creating lists or directories, Verifying information on forms. Additional duties & may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Clerk 1 (Mail/File Records Clerk) - Additional duties and qualifications shall include the following at a minimum: Determining postage requirements and placing labels and postage on outgoing mail, Delivering and collecting incoming or outgoing mail and messages, Retrieving materials from files, Checking files for duplicate, missing or misfiled items, Collating, Ability to perform repetitive work, Ability to stand or sit for long periods of time	11.03	
Clerk 2 - Additional duties and qualifications shall include Clerk 1 as well as the following at a minimum: Unpacking incoming materials and checking for proper quantities or defects, Sorting and routing incoming materials, Delivering and collecting incoming or outgoing mail and messages.	11.89	
Senior Clerk 1 (Proofreading/Recordkeeping/Coding Clerk) - Additional duties and qualifications shall include the following at a minimum: Proofreading documents for typographical errors, Completing forms, Accessing information in graphs, tables, etc., Ability to proofread and correct errors in documents.	13.12	
Senior Clerk 2 (Filing/Typing Clerk, Cashier) - Additional duties and qualifications shall include Senior Clerk 1 as well as the following at a minimum: Producing lists, labels, forms or other simple and/or brief documents, Operating a cash register, Sorting, counting and wrapping money, Knowledge of grammar, Ability to stand or sit for long periods of time.	13.45	
Records Management Clerk (Microfilm Clerk) - Additional duties and qualifications shall include the following at a minimum: Preparing documents for microfilm/fiche, Inspecting microfilm/fiche for readability (quality control), Operating microfilm/fiche reader/printer, Counting	11.88	

documents, materials, etc., and grouping them into batches, Tabulating batch totals, Assigning numeric, alpha, color codes, etc., to materials.		
Senior Records Management Clerk - Additional duties and qualifications shall include Records Management Clerk as well as the following at a minimum: Gathering and proofreading data to be included in reports, Reviewing content of documents to determine correct filing, Checking manual files for duplicate, missing or misfiled items, Setting up manual filing systems, Preparing filed materials for storage, Destroying documents according to guidelines, Ability to work on more than one task at a time.	12.8	

equipment including microfilm / fiche camera, microfilm / fiche
ems, Knowledge of standard filing systems, Ability to do detailed
and filing materials according to an alphabetic, numeric or color-
qualifications are listed in each Service Description. Offeror

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
12.73		13.79		8%
13.68		14.12		8%
15.06		15.88		8%
15.68		16.12		8%
13.68		15.12		8%

15.68		16.68		8%

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Corporate Job Bank Personnel**

General Duties & Qualifications include the following at a minimum - Knowledge of basic office 10-Key calculator, Ability to accurately input information into a computer, Ability to follow instructions, Ability to proofread and correct errors, Inputting information into a computer, Accessing information, Performing various clerical duties. Additional duties & qualifications are listed in each Service

Service Position	Entry Level (Bill Rate)	
Operator 1 - Additional duties and qualifications shall include the following at a minimum: Entering data up to 25% of the time, Approximately 5,000-9,000 keystrokes per hour.	11.01	
Operator 2 - Additional duties and qualifications shall include the following at a minimum: Entering data more than 25% of the time, Approximately 9,000-12,000 keystrokes per hour.	11.89	
Operator 3 (Key Disc Operator) - Additional duties and qualifications shall include the following at a minimum: Production data entry, Entering data more than 50% of the time, Approximately 12,000-15,000 keystrokes per hour.	12.89	
Operator 4 (Key Disc Operator) - Additional duties and qualifications shall include the following at a minimum: Production data entry, Entering data more than 75% of the time, Approximately 15,000+ keystrokes per hour	14.12	

Equipment including personal computer / CRT, mainframe and
 ctions, Ability to perform repetitive work, Ability to do detailed
 nformation from a computer, Verifying information on a screen,
 Description. Offeror may add service positions as applicable.

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
13.32		14.88		8%
13.79		15.88		8%
15.45		17.01		8%
16.88		17.65		8%

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Corporate Job Bank Personnel

General Duties & Qualifications include the following at a minimum - Considerable knowledge of insurance claims adjudication practice and procedures, Ability to understand, investigate, negotiate, settle, analyze and evaluate information from engineers, architects, attorneys, carriers, medical providers, claimant's representatives, legal rules of civil procedures in both Federal and State lawsuits, Skill in customer service and staff, representatives of other governmental agencies, carriers, medical providers, claimant's representatives, Skill in negotiating claim settlements with claimants, attorneys and/or third parties, Skill in written and verbal communication, Skill in planning, organizing, interpreting and analyzing complex legal situations to reach logical conclusions and reasonable recommendations, Knowledge of labor relations.

Service Position	Entry Level (Bill Rate)	
Claims Specialist - Additional duties and qualifications shall include the following at a minimum: Considerable knowledge of multi-line insurance claims adjudication practice and procedures, Considerable knowledge of Arizona insurance laws and of the State's self-insurance program operations, Ability to investigate, research, analyze, and draw logical conclusions, Ability to interpret and apply complex rules, regulations and policies, Ability to establish and maintain effective working relationships with those contacted in the course of business. One year of multi-line insurance claims processing experience or two years of administrative level experience in insurance claims administration required.	15.88	
Worker's Compensation Specialist - Additional duties and qualifications shall include the following at a minimum: Two years of experience processing Workers' Compensation Insurance claims, Knowledge of Workers' Compensation Insurance laws, rules and regulations, EDP claims management systems, Knowledge of applicable Court of Appeals rulings and labor market publications and journals, Knowledge of Loss-of-Earning Capacity (LEC) to make appropriate awards.	15.36	
Claims Adjuster 1 - Additional duties and qualifications shall include the following at a minimum: Knowledge of state government structure and functions, Knowledge of Federal/State statutes, practices and agency standards, policies and procedures applicable to insurance workers' compensation, contracts, Court of Appeal rulings and legal practices, Knowledge of civil procedure in both Federal and State court, Knowledge and understanding of insurance contracts and related law	16.02	

Knowledge and understanding of insurance contracts and related law, Knowledge of workers' compensation claims management practices, Early return-to-Work Programs, EDP claims management system, Claims investigation methods, Litigation management, Ability to process subrogation.		
Claims Adjuster 2 - Additional duties and qualifications shall include Claims Adjuster 1 as well as the following at a minimum: Knowledge of vocational rehabilitation, structured settlements and annuities, Knowledge of Americans with Disability Act and disability management and physical requirements for an extensive number of occupations, Knowledge of professional medical standards of care required of hospitals, physicians and other medical personnel, Knowledge of industrial manufacturing and building standards, Knowledge of litigation management to control substantial and highly complex liability and/or workers' compensation claims and/or lawsuits, Skill in preserving field evidence, conducting inspections, investigating, securing, documenting, analyzing and evaluating facts surrounding claims, Ability to prepare narrative, statistical report with conclusions and/or recommendations relating to property, liability, and workers' compensation claims, Ability to learn the Risk Management Environment system.	17.12	

of insurance industry and medical terminology, ability to
 architects, contractors, accountants, CPAs, physicians, etc.,
 State government, universities and county court systems and the
 interpersonal relations as applied to contracts with other agency
 dependents, employers, attorneys and the public, Skill in
 oral communication, Skill in electronic communications including
 , medical, economic, accident reconstruction and contractual
 market conditions, Knowledge of State government, structure and

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
17.96		18.89		8%
17.96		18.89		8%
17.96		18.89		8%

19.16		23.88	8%

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Corporate Job Bank Personnel**

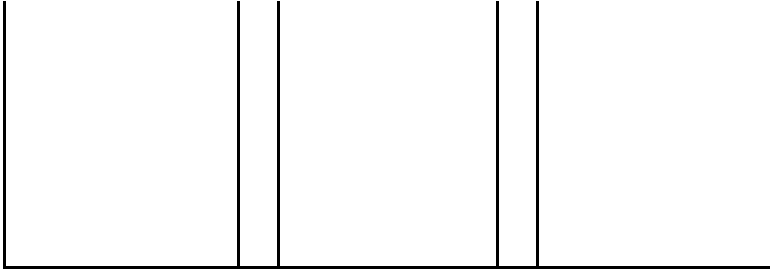
General Duties & Qualifications include the following at a minimum - Knowledge of legal terminology such as letters, memos, proposals and statistical material, Transcribing shorthand notes, Transcribing documents, Placing, receiving and routing phone calls, Scheduling appointments, Making travel arrangements, Compiling information and record keeping, Photocopying / using a facsimile machine, Preparing documents following company standards, Ability to proofread and correct errors in documents, Dictation / transcription equipment, Electric / electronic typewriter, Facsimile machine, Personal qualifications are listed in each Service Description. Offeror may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Legal Secretary 1 - Additional duties and qualifications shall include the following at a minimum: Handling legal administrative detail, Compiling legal documents, Following and creating special formats to meet legal documentation requirements, Using single software to perform intermediate word processing functions, Ability to provide administrative support in a legal environment, Ability to adapt quickly to terminology and legal environment demands.	16.12	
Legal Secretary 2 - Additional duties and qualifications shall include Legal Secretary 1 as well as the following: Creating legal materials and documentation, Prepares papers and correspondence of a legal nature such as petitions, briefs, summonses, complaints, motions and subpoenas, Administrative support in a legal environment, Using multiple software to perform intermediate to advanced word processing and/or spreadsheet functions, Experience in supporting a legal environment, Handling meeting arrangements, agendas, notifications and deadlines, Ability to transcribe from Dictaphone equipment,	17.12	
Paralegal - Additional duties and qualifications shall include the following at a minimum: A Diploma/Certification/Degree in paralegal studies from an institutionally accredited program in Arizona with American Bar Association approval; OR a law degree from an accredited law school; OR three years of verifiable full time paralegal experience; and a Notary Public Commission (If qualifying with law degree, the individual must never have been licensed attorney in any jurisdiction). Knowledge of concepts, terminology (terms of art), principles and procedures of law, Knowledge of methods and techniques of legal research and the use of statutes, codes, legal	19.16	

techniques of legal research and the use of statutes, codes, legal encyclopedias, reporters and other primary and secondary sources, Knowledge of the complete civil litigation process, domestic relation's law and knowledge of criminal procedure, Conduct investigations and statistical and documentary research, Conduct legal research, Draft legal documents, correspondence and pleadings, Summarize depositions, interrogatories and testimony, Locate and interview witnesses, Reviews and analyzes case files; determines appropriate leg		
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ology and legal environment required, Producing documents
scribing from voice recordings, Proofreading and correcting
el or meeting arrangements, Handling incoming and outgoing
rforming simple mathematical calculations, Ability to produce
Ability to communicate clearly and accurately, Ability to use
il computer (PC) and Photocopy machine. Additional duties &
licable.

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
17.96		19.68		8%
19.2		23.1		8%
21.86		27.66		8%



SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Corporate Job Bank Personnel**

General Duties & Qualifications include the following at a minimum - Ability to use a variety of tools / maintenance Ability to perform repetitive work, Ability to follow instructions, Ability to identify flaws or imperfections in a product, transport items weighing up to 75 pounds, Ability to accurately count materials, Ability to walk, sit or stand for long requirements or procedures, Safety steel toed shoes required, possess a valid Arizona's Driver's License as required materials / products to make sure they meet standards, Verifying information or accessing information in tables / li simple mathematical calculations, Copying numbers, codes or other information and filling out forms, Removing dirt floors, sinks, toilets, bathtubs or showers, Dusting or wiping furniture, fixtures or equipment, Maintaining company equipment, Packing materials or products into shipping containers, Sealing or wrapping packages for shipment, Pl

Service Position	Entry Level (Bill Rate)		Journeyman Level (Bill Rate)
Assembly			
Assembly Worker - Additional duties and qualifications shall include the following at a minimum: Buffing or polishing small parts, Trimming parts, Transporting materials using hand trucks or dollies, Packing materials or products into shipping containers, Assembling components using nuts, bolts, screws or glue, Assembling components using light-duty hand tools, Assembling large or medium size components, Performing repetitive work to meet company quotas, Ability to accurately count objects or materials, Ability to handle large objects.	11.01		11.89
Precision Assembler - Additional duties and qualifications shall include Assembly Worker as well as the following at a minimum: Soldering parts, wires and other small metal objects, Soldering parts, wires and other small metal objects, Following diagrams in blueprints, Ability to handle small objects.	12.8		15.06
Machine Tender - Additional duties and qualifications shall include the following at a minimum: Operating production machinery, Setting equipment / machinery to required settings, Monitoring the operation of machinery or equipment, Checking whether materials or products meet standards, Knowledge of basic machine operation, Knowledge of safety requirements or procedures for machine operation.	11.12		13.68
Quality Control Inspector - Additional duties and qualifications shall include the following at a minimum: Using testing equipment to check whether materials or products meet standards, Ability to identify defects and flaws	12.88		15.68

and laws.			
Auto Mechanic - Additional duties and qualifications shall include the following at a minimum: Performs automotive functions such as: Changes engine, transmission, and rear-end oils; replaces chassis and engine components (belts, alternators, water pumps, brakes, etc.); Minor automotive troubleshooting knowledge. Cleans and washes vehicles. Dispatches pool vehicles. Provides reporting documentation. Valid Arizona drivers license required.	15.36		17.88
Welder - Additional duties and qualifications shall include the following at a minimum: 5 years welding experience, Ability to read blueprints, drawings, sketches and/or understand verbal instructions, Use of Metal Inert Gas (MIG) & Tungsten Inert Gas (TIG) processes, Capable of operating welding equipment in performing maintenance and construction on equipment, machines, doors and other metals; fabricates a wide variety of metal parts such as brackets and hinges; performs oxygen-acetylene, electric arc and spot welding; performs miscellaneous welding repairs/modifications as needed, knowledge of materials and use of safety equipment and procedures.	15.36		17.92
Auto Body Painter - Additional duties and qualifications shall include the following at a minimum: 3 years experience in surface preparation, spray gun operation and related equipment, paint mixing / matching / applying, Knowledge of safety equipment and procedures.	15.36		16.92
Maintenance			
General Maintenance Worker - Additional duties and qualifications shall include the following at a minimum: Performing miscellaneous general maintenance/laborer requirements, Replacing simple equipment, Setting up equipment (e.g., tables and chairs), Wash/clean/vacuum all types of equipment, move and load equipment, clean shop, Ability to retrieve objects out of reach, May be required to use various hand tools.	11.03		13.32
Building Maintenance Worker - Additional duties and qualifications shall include the following at a minimum: Performs maintenance work (laborer) with a general knowledge of carpentry, electrical, HVAC, plumbing, painting, and welding; Performs repairs on doors, windows, lighting, plumbing, ceilings, floor, shelving and office cubicles; Operates various manual and electrical tools and equipment; Knowledge on the use of computer for record keeping.	12.89		15.89
Painter - Additional duties and qualifications shall include the following at a minimum: Capable of painting and refinishing a wide variety of interior and exterior items and areas including wood, wood trim, plastered walls, dry walls and metal surfaces. Prepares surfaces for painting; mixes, matches and applies paint, varnish shellac, stain and enamels; patches, spackles and caulks holes; surfaces and tiles small areas; tapes and textures drywall; operates spray guns; clean tools after use, assists in other areas as needed	11.88		15.06

after use, assists in other areas as needed.			
Janitor/Custodian - Additional duties and qualifications shall include the following at a minimum: Basic custodial duties including keep building/office clean and in orderly condition. Other duties to include sweeping, vacuuming, mopping, stripping, washing and buffing floors, washing walls/windows and emptying trash, cleans lavatories, kitchen facilities and rest rooms, keeps parking lots and patios clean, sets up and tears down equipment, Usually works under direct supervision but may be required to be self-directed, Knowledge of equipment and materials used in custodial work, Familiar with MSDS.	10.98		13.22
Groundskeeper - Additional duties and qualifications shall include the following at a minimum: Maintaining company grounds (e.g., collecting leaves, collecting trash, cutting grass, weed control, sprinkler systems), Knowledge of general groundskeeping and ability to use appropriate tools/equipment.	11.21		13.12
Housekeeper / Laundry - Additional duties and qualifications shall include the following at a minimum: Making beds, Capable of routine work weighing, washing, pressing and folding of clothes, linens and other washables, Performs related work as required.	12.66		14.88
Maintenance (Other) Landscape Maintenance Specialist - Additional duties and qualifications may include the following: AA degree. Ensure the assigned project progresses per schedule and within budget. Supervise employees. Knowledge of modern sprinkler timers and watering systems. Strong knowledge of regional plants and trees.	14.45		16.02
Materials Handling			
Inventory Worker - Additional duties and qualifications shall include the following at a minimum: Tracing and tracking movement of material / supplies, Recording numbers, codes or other information, Stocking shelves, departments, etc., Ability to record information, Ability to perform repetitive work, Ability to work with detail (e.g., checking numbers, comparing lists), Ability to identify flaws and defects.	11.89		13.32
Pick & Pack Worker - Additional duties and qualifications shall include the following at a minimum: Filling orders or issuing supplies from stock, Checking physical condition of supplies / inventory, Counting materials, documents or other items, Recording numbers, codes or other information, Ability to work with detail (e.g., checking numbers, comparing lists), Ability to record information.	11.12		13.32
Shipping / Receiving Worker - Additional duties and qualifications shall include the following at a minimum: Putting together boxes or shipping containers using glue or tape, Loading and unloading product shipments, Verifying and inspecting incoming materials and supplies for proper quantities and defects, Placing labels, numbers, prices, etc., on boxes / materials, Ability to work with detail (e.g., checking numbers, comparing lists), Knowledge of proper packaging methods, Ability to	12.89		15.02

comparing lists), knowledge of proper packaging methods, Ability to record information.			
Warehouse Worker - Additional duties and qualifications shall include the following at a minimum: Capable of performing general warehouse work which requires forklift operation experience, Performs shipping and receiving including stocking shelves, ordering inventory, unload and load trucks, move merchandise, bar coding and familiarity to inventory/stock record keeping.	11.89		13.32
Vehicle / Equipment Operator - Additional duties and qualifications shall include the following at a minimum: Driving vehicles / transporting materials from one location to another. Knowledge of safety requirements or procedures for machine operation, Operates vehicles and/or equipment such as forklift, water trucks, dump trucks, sweepers, tractors, stripers, chemical spray trucks, etc.; operates a grader to clean and maintain roadways, drainage areas and similar properties. Uses auxiliary equipment as required. Transports various types of equipment to and from work site. Loads and unloads trucks. Assists repair crews with manual labor as needed. Flags traffic and sets barricades. Performs safety checks, services and makes minor repairs to assigned equipment. May perform maintenance crew functions; performs other duties of a similar nature or level. Possession of a valid Arizona Class A or B Commercial Drivers License, with appropriate endorsements may be required depending on assignment.	13.68		16.24
Food Services			
Food Service Worker 1 - Additional duties and qualifications shall include the following at a minimum: Washing dishes, pans and utensils, Clearing tables of trays and utensils, May be required to provide a current Food Handlers Card.	10.89		12.97
Food Service Worker 2 - Additional duties and qualifications shall include Food Service Worker 1 as well as the following at a minimum: Preparing food items, Serving food, Taking food orders, Knowledge of proper food preparation and storage methods.	11.55		13.68
Food Service Manager - Additional duties and qualification shall include Food Service Worker 1 & 2 as well as the following at a minimum: Training / supervising others, Ability to train others in on-the-job procedures, Skill in organizing and setting priorities, Ability to communicate clearly and accurately, Specialized industry skill or knowledge.	13.38		14.4

3 equipment, Possess manual dexterity,
 Ability to handle large objects, Ability to
 periods of time, Knowledge of safety
 red by customer, Checking or inspecting
 sts, Counting materials and performing
 irt and trash from work areas, Cleaning
 grounds, Setting up tables, chairs or
 lacing labels or stickers on materials, Unpack

	Senior Level (Bill Rate)		Shift Differential (3rd Shift)
	13.12		8%
	15.92		8%
	14.44		8%
	16.12		8%

	18.75		8%
	19.06		8%
	18.89		8%
	14.88		8%
	17.12		8%
	16.01		8%

	14.45		8%
	14.06		8%
	15.66		8%
	18.88		8%
	14.12		8%
	14.02		8%
	16.02		8%

	14.55		8%
	18.44		8%
	14.02		8%
	14.89		8%
	16.55		8%

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Corporate Job Bank Personnel**

General Duties & Qualifications include the following at a minimum - Knowledge of medical terminology and medical basic office equipment including a 10-key calculator, Familiarity / knowledge of basic accounting terminology and accounting systems, Balancing calculated totals with receipts, posting credit or debit detail to accounting ledgers, Verifying the accuracy of vouchers, purchase orders, invoices or payments, Performing various clerical duties, Knowledge of microfilm / fiche camera, microfilm / fiche reader or printer, postage meter and 10-key calculator, Ability to accurately standard filing systems, Ability to do detailed work, Ability to perform simple mathematical calculations, Ability to file materials according to an alphabetic, numeric or color-coded system, Creating lists or directories, Verifying information as letters, memos, proposals and statistical material, Transcribing shorthand notes, Transcribing from voice recordings.

Service Position	Entry Level (Bill Rate)		Journeymen Level (Bill Rate)
Medical Biller 1 - Additional duties and qualifications shall include the following at a minimum: Processing participant information from claims, Processing provider information from claims, Prepare documentation for mailing, Prepare document files, Skill in using mainframe, spreadsheet, database of other single software, Knowledge of manual/automated filing systems, Ability to accurately access/input data into a computer, Knowledge of medical terminology required.	12.8		15.06
Medical Biller 2 - Additional duties and qualifications shall include Medical Biller 1 as well as the following at a minimum: Prepare claims documentation utilizing ICD-9 and CPT coding, 1500, Ubs, Process/verify documentation for accuracy, Compile medical documentation files, Place/receive phone calls, Obtain insurance authorizations, Intermediate to advanced knowledge of multiple software, Experience with medical coding, Experience with insurance authorization procedures, Knowledge of medical terminology required.	13.45		16.12
Medical Records Clerk 1 - Additional duties and responsibilities shall include the following at a minimum: File, retrieve, transfer, maintain medical records and reports, Utilize records tracking protocols, Knowledge of alphabetical and numeric file systems, Ability to access and input data utilizing single software, Knowledge of medical terminology required.	13.02		13.89

Medical Records Clerk 2 - Additional duties and responsibilities shall include Medical Records Clerk 1 as well as the following at a minimum: File, maintain and review medical records for completeness, Knowledge of alpha, numeric and terminal digit file systems, Intermediate to advanced knowledge of multiple software, Experience in medical records processing and maintenance, Knowledge of medical terminology required.	13.88		15.22
Medical Secretary 1 - Additional duties and qualifications shall include the following at a minimum: Handling medical administrative detail, Compiling medical documents, Following and creating special formats and meet medical documentation requirements, Using single software to perform intermediate word processing functions	13.88		14.78
Medical Secretary 2 - Additional duties and qualifications shall include Medical Secretary 1 as well as the following at a minimum: Creating medical materials and documentation, Administrative support in a medical environment, Using multiple software to perform intermediate to advanced word processing and/or spreadsheet functions, Experience in supporting a medical environment, Handling meeting arrangements, agendas, notifications and deadlines, Ability to transcribe from Dictaphone equipment.	15.12		16.88

ical environment required, Knowledge of
 d concepts, Knowledge of computerized
 (e.g., receivables, payables, general ledger),
 knowledge of basic office equipment including
 tely count materials / items, Knowledge of
 follow instructions, Sorting and filing
 ration on forms. Producing documents such
 dings, Proofreading and correcting document

	Senior Level (Bill Rate)		Shift Differential (3rd Shift)
	16.01		8%
	17.02		8%
	15.45		8%

	16.89		8%
	16.64		8%
	17.98		8%

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Corporate Job Bank Personnel**

General Duties & Qualifications include the following at a minimum - Handling stock / supplies, calculations, Ability to transport items weighing up to 25 pounds, Ability to stand, sit or walk for calculator/Cash register, Answering product questions, Distributing flyers, samples, etc., Ability company's products or services, Greeting and assisting visitors / delegates / conferees who attend events, Placing, receiving and routing phone calls, Taking messages, Ability to interact with others patiently, Ability to record information. Additional duties & qualifications are listed in each Service applicable.

Service Position	Entry Level (Bill Rate)	
Detailing		
Detailing Representative 1 - Additional duties and qualifications shall include the following at a minimum: Arranging products according to a plan-o-gram, Rotating stock, Replacing damaged equipment, Maintaining stock and supplies, Monitoring conditions and pricing of merchandise, Ability to count materials / items, Ability to identify flaws in objects	11.12	
Detailing Representative 2 - Additional duties and qualifications shall include Detailing Representative 1 as well as the following at a minimum: Working with detailed plan-o-grams (e.g., 15 ft. plan-o-grams vs. 3 ft. plan-o-grams), Setting up merchandise displays, Evaluating product display effectiveness in attracting shoppers' attention, Performing simple record keeping, Ability to record information.	12.12	
Sales & Promotion		
Sampler - Additional duties and qualifications shall include the following at a minimum: Distributing samples of a product or coupon, Describing product benefits, Counting materials / items.	10.88	
Demonstrator 1 - Additional duties and responsibilities shall include the following at a minimum: Setting up and conducting product demonstrations, Assisting customers in selecting merchandise for purchase, Receiving cash and making change, Filling out forms / reports, Ability to convince others to purchase a product, Ability to effectively communicate in front of a group, Skill in operating a calculator, adding machine or cash register	12.12	

calculator, adding machine or cash register.		
Demonstrator 2 - Additional duties and qualifications shall include Demonstrator 1 as well as the following at a minimum: Selling products / services using a script prepared by the customer, Selling a product geared to a specific audience, Preparing orders for a product and presenting them to cashier for processing, Ability to show patience when dealing with people.	13.79	
Comparison Shopper 1 - Additional duties and qualifications shall include the following at a minimum: Assuming the role of customer and "shopping the competition" for a company to learn about sales trends, customer preferences, products, prices and services, following prepared guidelines, Assuming the role of customer for company's own locations to evaluate staff performance following prepared guidelines, Purchasing merchandise, checking on products, services or prices, Ability to work with little supervision.	12.12	
Comparison Shopper 2 - Additional duties and qualifications shall include Comparison Shopper 1 as well as the following at a minimum: Evaluating a product or service based on specific / detailed guidelines provided by the customer and requiring specialized training, Ability to follow specific instructions.	13.79	
Trade Shows & Seminars		
Host / Hostess 1 - Additional duties and qualifications shall include the following at a minimum: Providing directions and general product information, Distributing flyers and product / service information, Ability to learn company's products or services.	11.44	
Host / Hostess 2 - Additional duties and qualifications shall include Host/Hostess 1 as well as the following at a minimum: Registering people at conventions, seminars or other events, Accepting registration fees, Performing simple record keeping, Preparing name badges, Checking rosters,	12.45	
Booth Attendant 1 - Additional duties and qualifications shall include the following at a minimum: Receiving and posting messages for attendees of conventions, trade shows or seminars, Greeting, screening and directing visitors, Using rosters / program schedules to keep track of people's locations so they can be contacted, Ability to work on more than one task at a time.	11.45	
Booth Attendant 2 - Additional duties and qualification shall include Booth Attendant 1 as well as the following at a minimum: Answering non-technical questions concerning a product or service, Directing giveaway programs or contests, Greeting, directing and guiding visitors through one or more exhibits, Ability to learn company's products or services, Ability to effectively communicate to an audience.	12.79	



Counting items / materials, Performing simple mathematical
long periods of time, Ability to use a calculator/10-key
y to communicate clearly and accurately, Ability to learn a
tend conventions, seminars, trade shows, exhibits or other
ners using tact and diplomacy, Ability to deal with people
rice Description. Offeror may add service positions as

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
13.68		14.88		8%
13.79		15.01		8%
13.68		14.12		8%
13.88		14.72		8%

15.52		16.01		8%
14.45		15.02		8%
15.12		15.88		8%
13.32		14.88		8%
14.88		15.86		8%
13.79		14.72		8%
14.72		15.86		8%



Serial 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Kelly Services, Inc.

General Duties & Qualifications include the following at a minimum - Knowledge of basic office equipment including accounting/bookkeeping terminology and concepts, Knowledge of computerized/automated accounting systems, detail to accounting ledgers (e.g., receivables, payables, general ledger), Verifying the accuracy of vouchers, pur data/reasearching, Must possess analytical skills, Performing various clerical duties. Additional duties & qualifica service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Accounting Clerk 1 - Additional duties and qualifications shall include the following at a minimum: Copying/coding numbers or other information and filling out forms, Sorting and filing materials (automated filing systems), Counting materials, documents or other items, Revising spreadsheets (inserting and deleting columns and rows), Editing and inserting data (labels, figures, formulas), Skill in using mainframe, spreadsheet, database or other single software (excel, lotus123, access, SQL, etc), Knowledge of manual/automated filing systems, Ability to accurately input data into a computer.	\$8.89	
Accounting Clerk 2 - Additional duties and qualifications shall include Accounting Clerk 1 as well as the following at a minimum: Placing collection calls – accounts receivable, Performing production calculations, Processing invoices, vouchers, etc., based on departmental procedures and predefined authorization levels, Posting information to accounts (receivables, payables, general ledger), Comparing information to verify accuracy, Skill in performing simple mathematical calculations	\$10.16	
Senior Accounting Clerk 1 - Additional duties and qualifications shall include Accounting Clerk 1 & 2 as well as the following at a minimum: Sorting, counting and wrapping money, Issuing sales receipts/deposit slips, etc., Balancing/reconciling accounts, Determining formulas or calculations, Preparing financial entries; determining appropriate account classifications using chart of accounts, Ability to prioritize work, Ability to follow instructions	\$11.88	
Senior Accounting Clerk 2 - Additional duties and qualifications shall include those listed for Senior Accounting Clerk 1, Accounting Clerk 1 & 2, as well as the following at a minimum: Producing financial and statistical reports from subsidiary ledgers (payables and receivables), Preparing checks for payroll or payables, Preparing/issuing invoices, monthly statements or audit confirmations, Skill in preparing tables, graphs or charts.	\$13.20	
Bookkeeper - Additional duties and qualifications shall include the following at a minimum: Knowledge of spreadsheet software, ie; Excel or Lotus 123, knowledge of various accounting functions such as payables, receivables and payroll, 10-key by touch, Enters	\$19.80	

and verifies transactions in general ledger accounts and journals, balances books, completes reconciliations, familiar with all bookkeeping functions involved in maintaining company financial records including cost accounting, trial balances, and profit and loss statements.		
Accountant - Additional duties and qualifications shall include all descriptions above as well as the following at a minimum: Knowledge of all accounting and bookkeeping procedures, including governmental/fund accounting knowledge, prepares financial statements and other reports; may participate in audit schedules, closings and special projects, Advanced computer experience. Training / supervising others to perform work activities, Preparing financial reports through trial balance, Identifying and correcting coding errors, Knowledge of accounting systems, procedures and theory, Ability to communicate clearly and accurately, Ability to train others in on-the job procedures.	\$21.12	

ng a 10-key calculator, Familiarity / knowledge of basic
Balancing calculated totals with receipts, posting credit or debit
chase orders, invoices or payments, Gathering
itions are listed in each Service Description. Offeror may add

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$11.43		\$13.98		5%
\$12.70		\$15.24		5%
\$15.84		\$18.48		5%
\$17.16		\$21.12		5%
\$22.44		\$26.40		5%

\$23.76		\$27.72		5%

Serial 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Kelly Services, Inc.

General Duties & Qualifications include the following at a minimum - Knowledge of basic office system (EKS), telephone and headset, Ability to communicate and record information accurate to deal with people patiently, Ability to proofread and correct errors, Receive and place telepho Proofread to verify that forms are completed properly. Additional duties & qualifications are list positions as applicable.

Service Position	Entry Level (Bill Rate)	
Customer Service Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receiving customer inquiries about a product or service, Providing information to callers regarding a product or service Recording and confirming customer orders, complaints or service information, Direct calls for further problem resolution, Skill in inputting and accessing information on paper, PC or CRT, Skill in using database, data entry or single windows software.	\$11.43	
Customer Service Inbound 2 - Additional duties and qualifications shall include Customer Service Inbound 1 as well as the following at a minimum: Handle large accounts or more difficult issues, Lead, teach, guide and/or motivate teams, First level problem resolution.	\$12.70	
Customer Service Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place outbound calls, Gather account status information, Gather customer complaint information, Direct calls for further problem resolution.	\$11.43	
Customer Service Outbound 2 - Additional duties and qualifications shall include Customer Service Outbound 1 as well as the following at a minimum: Place large volume daily calls, Handle more difficult situations, Manage, guide, motivate teams	\$12.70	
Market Research Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receive incoming calls resulting from mass mailings or product demonstration, Gather information about caller's experience and/or opinion of product or service, Ability to lead, teach, guide, motivate team.	\$11.43	
Market Research Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place calls to inquire for opinions, Place outbound calls from master list to survey. Interview or gather	\$11.43	

Place outbound calls from master list to survey, interview or gather feedback related to specific topic.		
Sales Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receive incoming calls, Schedule appointments, Sell a product or service, Ability to work in a goal oriented environment, Upsell as appropriate, Responsible for specific accounts or geographic areas.	\$12.07	
Sales Inbound 2 - Additional duties and qualifications shall include Sales Inbound 1 as well as the following at a minimum: Receive calls from large accounts or difficult geographic regions, Lead, teach, guide and/or motivate teams.	\$12.70	
Sales Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place calls to sell a product or service, Place calls to schedule appointment to sell product or service, Perform with respect to quotas or sales goals, Upsell as appropriate, handle specific accounts or geographic area.	\$11.43	
Sales Outbound 2 - Additional duties and qualifications shall include Sales Outbound 1 as well as the following at a minimum: Work with larger accounts or difficult geographic regions, Lead, teach, guide and/or motivate teams.	\$12.70	
Help Desk Analyst - Additional duties and qualifications shall include the following at a minimum: Receive and screen incoming calls, Receive and service requests, Create problem reports, Troubleshoot for problem identification, Provide recommendations/solutions to complex issues.	\$13.97	

equipment including a personal computer, electronic key
 ily, Ability to question others to determine specific needs, Ability
 ine calls, Fill out and verify information on forms or records,
 ted in each Service Description. Offeror may add service

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$13.97		\$16.51		5%
\$16.51		\$19.05		5%
\$12.70		\$15.24		5%
\$13.97		\$16.51		5%
\$13.97		\$16.51		5%
\$13.97		\$16.51		5%

\$15.24		\$19.05		5%
\$16.51		\$20.32		5%
\$15.24		\$17.78		5%
\$16.51		\$20.32		5%
\$17.78		\$22.86		5%

Serial 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Kelly Services, Inc.**

General Duties & Qualifications include the following at a minimum - Knowledge of basic office reader or printer, postage meter and 10-key calculator, Ability to accurately count materials / its work, Ability to perform simple mathematical calculations, Ability to follow instructions, Sorting : coded system, Creating lists or directories, Verifying information on forms. Additional duties & may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Clerk 1 (Mail/File Records Clerk) - Additional duties and qualifications shall include the following at a minimum: Determining postage requirements and placing labels and postage on outgoing mail, Delivering and collecting incoming or outgoing mail and messages, Retrieving materials from files, Checking files for duplicate, missing or misfiled items, Collating, Ability to perform repetitive work, Ability to stand or sit for long periods of time	\$8.89	
Clerk 2 - Additional duties and qualifications shall include Clerk 1 as well as the following at a minimum: Unpacking incoming materials and checking for proper quantities or defects, Sorting and routing incoming materials, Delivering and collecting incoming or outgoing mail and messages.	\$9.53	
Senior Clerk 1 (Proofreading/Recordkeeping/Coding Clerk) - Additional duties and qualifications shall include the following at a minimum: Proofreading documents for typographical errors, Completing forms, Accessing information in graphs, tables, etc., Ability to proofread and correct errors in documents.	\$10.16	
Senior Clerk 2 (Filing/Typing Clerk, Cashier) - Additional duties and qualifications shall include Senior Clerk 1 as well as the following at a minimum: Producing lists, labels, forms or other simple and/or brief documents, Operating a cash register, Sorting, counting and wrapping money, Knowledge of grammar, Ability to stand or sit for long periods of time.	\$10.80	
Records Management Clerk (Microfilm Clerk) - Additional duties and qualifications shall include the following at a minimum: Preparing documents for microfilm/fiche, Inspecting microfilm/fiche for readability (quality control), Operating microfilm/fiche reader/printer, Counting	\$9.53	

documents, materials, etc., and grouping them into batches, Tabulating batch totals, Assigning numeric, alpha, color codes, etc., to materials.		
Senior Records Management Clerk - Additional duties and qualifications shall include Records Management Clerk as well as the following at a minimum: Gathering and proofreading data to be included in reports, Reviewing content of documents to determine correct filing, Checking manual files for duplicate, missing or misfiled items, Setting up manual filing systems, Preparing filed materials for storage, Destroying documents according to guidelines, Ability to work on more than one task at a time.	\$10.80	

equipment including microfilm / fiche camera, microfilm / fiche
ems, Knowledge of standard filing systems, Ability to do detailed
and filing materials according to an alphabetic, numeric or color-
qualifications are listed in each Service Description. Offeror

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$10.16		\$11.43		5%
\$10.80		\$12.07		5%
\$11.11		\$12.38		5%
\$11.43		\$12.70		5%
\$10.80		\$12.07		5%

\$12.07		\$13.34		5%

Serial 07049-IGA**Temporary Personnel Services****Pricing**

Contractor Name: Kelly Services, Inc.

General Duties & Qualifications include the following at a minimum - Knowledge of basic office 10-Key calculator, Ability to accurately input information into a computer, Ability to follow instructions, Ability to proofread and correct errors, Inputting information into a computer, Accessing information, Performing various clerical duties. Additional duties & qualifications are listed in each Service

Service Position	Entry Level (Bill Rate)	
Operator 1 - Additional duties and qualifications shall include the following at a minimum: Entering data up to 25% of the time, Approximately 5,000-9,000 keystrokes per hour.	\$9.53	
Operator 2 - Additional duties and qualifications shall include the following at a minimum: Entering data more than 25% of the time, Approximately 9,000-12,000 keystrokes per hour.	\$10.16	
Operator 3 (Key Disc Operator) - Additional duties and qualifications shall include the following at a minimum: Production data entry, Entering data more than 50% of the time, Approximately 12,000-15,000 keystrokes per hour.	\$10.80	
Operator 4 (Key Disc Operator) - Additional duties and qualifications shall include the following at a minimum: Production data entry, Entering data more than 75% of the time, Approximately 15,000+ keystrokes per hour	\$11.43	
Data Entry (Other)/ Specialist Records information and filling out forms; Obtaining specific knowledge from technical material; Prioritize and batching material for data entry; Identifying and correcting coding and data entry errors; Training others to perform work activities; Producing reports; Skills in formatting tables, graphs, or charts; Knowledge of technical material; Approximately 13,000+ keystrokes per hour.	\$12.70	

Equipment including personal computer / CRT, mainframe and
 ctions, Ability to perform repetitive work, Ability to do detailed
 nformation from a computer, Verifying information on a screen,
 Description. Offeror may add service positions as applicable.

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$10.80		\$12.07		5%
\$11.43		\$12.70		5%
\$12.07		\$13.34		5%
\$12.70		\$13.97		5%
\$13.97		\$15.24		5%

Serial 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Kelly Services, Inc.

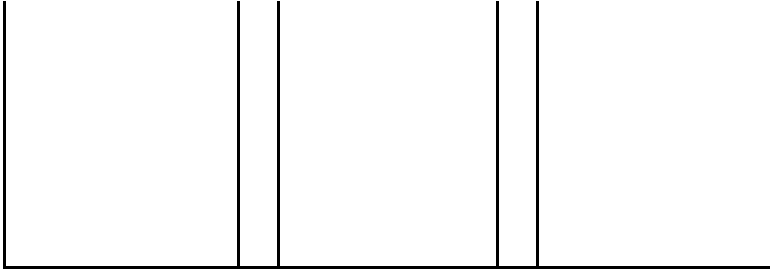
General Duties & Qualifications include the following at a minimum - Knowledge of legal terminology such as letters, memos, proposals and statistical material, Transcribing shorthand notes, Transcribing documents, Placing, receiving and routing phone calls, Scheduling appointments, Making travel arrangements, Compiling information and record keeping, Photocopying / using a facsimile machine, Preparing documents following company standards, Ability to proofread and correct errors in documents, Dictation / transcription equipment, Electric / electronic typewriter, Facsimile machine, Personal qualifications are listed in each Service Description. Offeror may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Legal Secretary 1 - Additional duties and qualifications shall include the following at a minimum: Handling legal administrative detail, Compiling legal documents, Following and creating special formats to meet legal documentation requirements, Using single software to perform intermediate word processing functions, Ability to provide administrative support in a legal environment, Ability to adapt quickly to terminology and legal environment demands.	\$14.52	
Legal Secretary 2 - Additional duties and qualifications shall include Legal Secretary 1 as well as the following: Creating legal materials and documentation, Prepares papers and correspondence of a legal nature such as petitions, briefs, summonses, complaints, motions and subpoenas, Administrative support in a legal environment, Using multiple software to perform intermediate to advanced word processing and/or spreadsheet functions, Experience in supporting a legal environment, Handling meeting arrangements, agendas, notifications and deadlines, Ability to transcribe from Dictaphone equipment,	\$15.84	
Paralegal - Additional duties and qualifications shall include the following at a minimum: A Diploma/Certification/Degree in paralegal studies from an institutionally accredited program in Arizona with American Bar Association approval; OR a law degree from an accredited law school; OR three years of verifiable full time paralegal experience; and a Notary Public Commission (If qualifying with law degree, the individual must never have been licensed attorney in any jurisdiction). Knowledge of concepts, terminology (terms of art), principles and procedures of law, Knowledge of methods and techniques of legal research and the use of statutes, codes, legal	\$27.00	

techniques of legal research and the use of statutes, codes, legal encyclopedias, reporters and other primary and secondary sources, Knowledge of the complete civil litigation process, domestic relation's law and knowledge of criminal procedure, Conduct investigations and statistical and documentary research, Conduct legal research, Draft legal documents, correspondence and pleadings, Summarize depositions, interrogatories and testimony, Locate and interview witnesses, Reviews and analyzes case files; determines appropriate leg		
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iology and legal environment required, Producing documents
scribing from voice recordings, Proofreading and correcting
el or meeting arrangements, Handling incoming and outgoing
rforming simple mathematical calculations, Ability to produce
Ability to communicate clearly and accurately, Ability to use
il computer (PC) and Photocopy machine. Additional duties &
licable.

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$15.84		\$18.48		5%
\$18.48		\$21.12		5%
\$29.70		\$32.40		5%



Serial 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Kelly Services, Inc.

General Duties & Qualifications include the following at a minimum - Ability to use a variety of tools / maintenance Ability to perform repetitive work, Ability to follow instructions, Ability to identify flaws or imperfections in a product, transport items weighing up to 75 pounds, Ability to accurately count materials, Ability to walk, sit or stand for long requirements or procedures, Safety steel toed shoes required, possess a valid Arizona's Driver's License as required materials / products to make sure they meet standards, Verifying information or accessing information in tables / li simple mathematical calculations, Copying numbers, codes or other information and filling out forms, Removing dirt from floors, sinks, toilets, bathtubs or showers, Dusting or wiping furniture, fixtures or equipment, Maintaining company equipment, Packing materials or products into shipping containers, Sealing or wrapping packages for shipment, Pl

Service Position	Entry Level (Bill Rate)		Journeyman Level (Bill Rate)
Assembly			
Assembly Worker - Additional duties and qualifications shall include the following at a minimum: Buffing or polishing small parts, Trimming parts, Transporting materials using hand trucks or dollies, Packing materials or products into shipping containers, Assembling components using nuts, bolts, screws or glue, Assembling components using light-duty hand tools, Assembling large or medium size components, Performing repetitive work to meet company quotas, Ability to accurately count objects or materials, Ability to handle large objects.	\$9.24		\$9.90
Precision Assembler - Additional duties and qualifications shall include Assembly Worker as well as the following at a minimum: Soldering parts, wires and other small metal objects, Soldering parts, wires and other small metal objects, Following diagrams in blueprints, Ability to handle small objects.	\$10.56		\$11.88
Machine Tender - Additional duties and qualifications shall include the following at a minimum: Operating production machinery, Setting equipment / machinery to required settings, Monitoring the operation of machinery or equipment, Checking whether materials or products meet standards, Knowledge of basic machine operation, Knowledge of safety requirements or procedures for machine operation.	\$11.88		\$13.20
Quality Control Inspector - Additional duties and qualifications shall include the following at a minimum: Using testing equipment to check whether materials or products meet standards, Ability to identify defects and flaws.	\$11.88		\$13.20
Materials Handling			

Inventory Worker - Additional duties and qualifications shall include the following at a minimum: Tracing and tracking movement of material / supplies, Recording numbers, codes or other information, Stocking shelves, departments, etc., Ability to record information, Ability to perform repetitive work, Ability to work with detail (e.g., checking numbers, comparing lists), Ability to identify flaws and defects.	\$9.24		\$9.90
Pick & Pack Worker - Additional duties and qualifications shall include the following at a minimum: Filling orders or issuing supplies from stock, Checking physical condition of supplies / inventory, Counting materials, documents or other items, Recording numbers, codes or other information, Ability to work with detail (e.g., checking numbers, comparing lists), Ability to record information.	\$9.90		\$11.22
Shipping / Receiving Worker - Additional duties and qualifications shall include the following at a minimum: Putting together boxes or shipping containers using glue or tape, Loading and unloading product shipments, Verifying and inspecting incoming materials and supplies for proper quantities and defects, Placing labels, numbers, prices, etc., on boxes / materials, Ability to work with detail (e.g., checking numbers, comparing lists), Knowledge of proper packaging methods, Ability to record information.	\$10.56		\$13.20
Warehouse Worker - Additional duties and qualifications shall include the following at a minimum: Capable of performing general warehouse work which requires forklift operation experience, Performs shipping and receiving including stocking shelves, ordering inventory, unload and load trucks, move merchandise, bar coding and familiarity to inventory/stock record keeping.	\$11.88		\$14.52
General Outside Maintenance - Pick up trash; Sweep and/or racking debris; Trim trees and bushes using non-electric hand tools.	\$10.00		\$10.50
Food Services			
Food Service Worker 1 - Additional duties and qualifications shall include the following at a minimum: Washing dishes, pans and utensils, Clearing tables of trays and utensils, May be required to provide a current Food Handlers Card.	\$9.24		\$10.56
Food Service Worker 2 - Additional duties and qualifications shall include Food Service Worker 1 as well as the following at a minimum: Preparing food items, Serving food, Taking food orders, Knowledge of proper food preparation and storage methods.	\$10.56		\$11.88
Food Service Manager - Additional duties and qualification shall include Food Service Worker 1 & 2 as well as the following at a minimum: Training / supervising others, Ability to train others in on-the-job procedures, Skill in organizing and setting priorities, Ability to communicate clearly and accurately, Specialized industry skill or knowledge	\$11.88		\$13.20

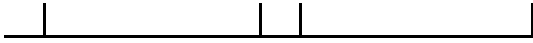
Knowledge.

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e equipment, Possess manual dexterity,
 Ability to handle large objects, Ability to
 periods of time, Knowledge of safety
 red by customer, Checking or inspecting
 sts, Counting materials and performing
 rt and trash from work areas, Cleaning
 grounds, Setting up tables, chairs or
 lacing labels or stickers on materials, Unpack

	Senior Level (Bill Rate)		Shift Differential (3rd Shift)
	\$10.56		5%
	\$13.20		5%
	\$14.52		5%
	\$14.52		5%

	\$10.56		5%
	\$12.54		5%
	\$15.84		5%
	\$17.16		5%
	\$11.00		5%
	\$11.88		5%
	\$13.20		5%
	\$14.52		5%



Serial 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Kelly Services, Inc.

General Duties & Qualifications include the following at a minimum - Knowledge of medical terminology and medical basic office equipment including a 10-key calculator, Familiarity / knowledge of basic accounting terminology and accounting systems, Balancing calculated totals with receipts, posting credit or debit detail to accounting ledgers, Verifying the accuracy of vouchers, purchase orders, invoices or payments, Performing various clerical duties, Knowledge of microfilm / fiche camera, microfilm / fiche reader or printer, postage meter and 10-key calculator, Ability to accurately use standard filing systems, Ability to do detailed work, Ability to perform simple mathematical calculations, Ability to file materials according to an alphabetic, numeric or color-coded system, Creating lists or directories, Verifying information as letters, memos, proposals and statistical material, Transcribing shorthand notes, Transcribing from voice recordings.

Service Position	Entry Level (Bill Rate)		Journeymen Level (Bill Rate)
Medical Biller 1 - Additional duties and qualifications shall include the following at a minimum: Processing participant information from claims, Processing provider information from claims, Prepare documentation for mailing, Prepare document files, Skill in using mainframe, spreadsheet, database of other single software, Knowledge of manual/automated filing systems, Ability to accurately access/input data into a computer, Knowledge of medical terminology required.	\$10.56		\$11.88
Medical Biller 2 - Additional duties and qualifications shall include Medical Biller 1 as well as the following at a minimum: Prepare claims documentation utilizing ICD-9 and CPT coding, 1500, Ubs, Process/verify documentation for accuracy, Compile medical documentation files, Place/receive phone calls, Obtain insurance authorizations, Intermediate to advanced knowledge of multiple software, Experience with medical coding, Experience with insurance authorization procedures, Knowledge of medical terminology required.	\$14.52		\$15.84
Medical Records Clerk 1 - Additional duties and responsibilities shall include the following at a minimum: File, retrieve, transfer, maintain medical records and reports, Utilize records tracking protocols, Knowledge of alphabetical and numeric file systems, Ability to access and input data utilizing single software, Knowledge of medical terminology required.	\$10.56		\$11.88

Medical Records Clerk 2 - Additional duties and responsibilities shall include Medical Records Clerk 1 as well as the following at a minimum: File, maintain and review medical records for completeness, Knowledge of alpha, numeric and terminal digit file systems, Intermediate to advanced knowledge of multiple software, Experience in medical records processing and maintenance, Knowledge of medical terminology required.	\$11.88		\$13.20
Medical Secretary 1 - Additional duties and qualifications shall include the following at a minimum: Handling medical administrative detail, Compiling medical documents, Following and creating special formats and meet medical documentation requirements, Using single software to perform intermediate word processing functions	\$13.20		\$15.84
Medical Secretary 2 - Additional duties and qualifications shall include Medical Secretary 1 as well as the following at a minimum: Creating medical materials and documentation, Administrative support in a medical environment, Using multiple software to perform intermediate to advanced word processing and/or spreadsheet functions, Experience in supporting a medical environment, Handling meeting arrangements, agendas, notifications and deadlines, Ability to transcribe from Dictaphone equipment.	\$14.52		\$17.16

ical environment required, Knowledge of
 d concepts, Knowledge of computerized
 (e.g., receivables, payables, general ledger),
 knowledge of basic office equipment including
 tely count materials / items, Knowledge of
 follow instructions, Sorting and filing
 ration on forms. Producing documents such
 dings, Proofreading and correcting document

	Senior Level (Bill Rate)		Shift Differential (3rd Shift)
	\$13.20		5%
	\$17.16		5%
	\$13.20		5%

	\$14.52		5%
	\$18.48		5%
	\$19.80		5%

Serial 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Kelly Services, Inc.

General Duties & Qualifications include the following at a minimum - Handling stock / supplies, calculations, Ability to transport items weighing up to 25 pounds, Ability to stand, sit or walk for calculator/Cash register, Answering product questions, Distributing flyers, samples, etc., Ability company's products or services, Greeting and assisting visitors / delegates / conferees who attend events, Placing, receiving and routing phone calls, Taking messages, Ability to interact with others patiently, Ability to record information. Additional duties & qualifications are listed in each Service applicable.

Service Position	Entry Level (Bill Rate)	
Detailing		
Detailing Representative 1 - Additional duties and qualifications shall include the following at a minimum: Arranging products according to a plan-o-gram, Rotating stock, Replacing damaged equipment, Maintaining stock and supplies, Monitoring conditions and pricing of merchandise, Ability to count materials / items, Ability to identify flaws in objects	\$8.82	
Detailing Representative 2 - Additional duties and qualifications shall include Detailing Representative 1 as well as the following at a minimum: Working with detailed plan-o-grams (e.g., 15 ft. plan-o-grams vs. 3 ft. plan-o-grams), Setting up merchandise displays, Evaluating product display effectiveness in attracting shoppers' attention, Performing simple record keeping, Ability to record information.	\$11.34	
Sales & Promotion		
Sampler - Additional duties and qualifications shall include the following at a minimum: Distributing samples of a product or coupon, Describing product benefits, Counting materials / items.	\$10.16	
Demonstrator 1 - Additional duties and responsibilities shall include the following at a minimum: Setting up and conducting product demonstrations, Assisting customers in selecting merchandise for purchase, Receiving cash and making change, Filling out forms / reports, Ability to convince others to purchase a product, Ability to effectively communicate in front of a group, Skill in operating a calculator, adding machine or cash register	\$10.16	

calculator, adding machine or cash register.		
Demonstrator 2 - Additional duties and qualifications shall include Demonstrator 1 as well as the following at a minimum: Selling products / services using a script prepared by the customer, Selling a product geared to a specific audience, Preparing orders for a product and presenting them to cashier for processing, Ability to show patience when dealing with people.	\$11.43	
Comparison Shopper 1 - Additional duties and qualifications shall include the following at a minimum: Assuming the role of customer and "shopping the competition" for a company to learn about sales trends, customer preferences, products, prices and services, following prepared guidelines, Assuming the role of customer for company's own locations to evaluate staff performance following prepared guidelines, Purchasing merchandise, checking on products, services or prices, Ability to work with little supervision.	\$10.16	
Comparison Shopper 2 - Additional duties and qualifications shall include Comparison Shopper 1 as well as the following at a minimum: Evaluating a product or service based on specific / detailed guidelines provided by the customer and requiring specialized training, Ability to follow specific instructions.	\$11.43	
Trade Shows & Seminars		
Host / Hostess 1 - Additional duties and qualifications shall include the following at a minimum: Providing directions and general product information, Distributing flyers and product / service information, Ability to learn company's products or services.	\$10.56	
Host / Hostess 2 - Additional duties and qualifications shall include Host/Hostess 1 as well as the following at a minimum: Registering people at conventions, seminars or other events, Accepting registration fees, Performing simple record keeping, Preparing name badges, Checking rosters,	\$11.88	
Booth Attendant 1 - Additional duties and qualifications shall include the following at a minimum: Receiving and posting messages for attendees of conventions, trade shows or seminars, Greeting, screening and directing visitors, Using rosters / program schedules to keep track of people's locations so they can be contacted, Ability to work on more than one task at a time.	\$10.56	
Booth Attendant 2 - Additional duties and qualification shall include Booth Attendant 1 as well as the following at a minimum: Answering non-technical questions concerning a product or service, Directing giveaway programs or contests, Greeting, directing and guiding visitors through one or more exhibits, Ability to learn company's products or services, Ability to effectively communicate to an audience.	\$11.88	

Trade Shows & Seminars (Other)		
Can provide training and supervise others; Acting as seminar/program manager; Have a specialized industry skill or knowledge.	\$13.20	
Event Set-Up Worker Will provide setup and tear down for events/shows. Will also provide minimal maintenance to facilities.	\$10.56	

Counting items / materials, Performing simple mathematical
 long periods of time, Ability to use a calculator/10-key
 y to communicate clearly and accurately, Ability to learn a
 tend conventions, seminars, trade shows, exhibits or other
 rers using tact and diplomacy, Ability to deal with people
 ervice Description. Offeror may add service positions as

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$11.34		\$13.86		5%
\$13.86		\$16.38		5%
\$10.80		\$11.43		5%
\$10.80		\$11.43		5%

\$12.70		\$13.97		5%
\$10.80		\$11.43		5%
\$12.70		\$13.97		5%
\$11.22		\$11.88		5%
\$13.20		\$14.52		5%
\$11.22		\$11.88		5%
\$13.20		\$14.52		5%

\$15.84		\$18.48		5%
\$13.20		\$15.84		5%

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name:** Randstad US, LP

General Duties & Qualifications include the following at a minimum - Knowledge of basic office equipment including accounting/bookkeeping terminology and concepts, Knowledge of computerized/automated accounting systems, accounting ledgers (e.g., receivables, payables, general ledger), Verifying the accuracy of vouchers, purchase or analytical skills, Performing various clerical duties. Additional duties & qualifications are listed in each Service Description.

Service Position	Entry Level (Bill Rate)	
Accounting Clerk 1 - Additional duties and qualifications shall include the following at a minimum: Copying/coding numbers or other information and filling out forms, Sorting and filing materials (automated filing systems), Counting materials, documents or other items, Revising spreadsheets (inserting and deleting columns and rows), Editing and inserting data (labels, figures, formulas), Skill in using mainframe, spreadsheet, database or other single software (excel, lotus123, access, SQL, etc), Knowledge of manual/automated filing systems, Ability to accurately input data into a computer.	\$ 12.45	
Accounting Clerk 2 - Additional duties and qualifications shall include Accounting Clerk 1 as well as the following at a minimum: Placing collection calls – accounts receivable, Performing production calculations, Processing invoices, vouchers, etc., based on departmental procedures and predefined authorization levels, Posting information to accounts (receivables, payables, general ledger), Comparing information to verify accuracy, Skill in performing simple mathematical calculations	\$ 13.10	
Senior Accounting Clerk 1 - Additional duties and qualifications shall include Accounting Clerk 1 & 2 as well as the following at a minimum: Sorting, counting and wrapping money, Issuing sales receipts/deposit slips, etc., Balancing/reconciling accounts, Determining formulas or calculations, Preparing financial entries; determining appropriate account classifications using chart of accounts, Ability to prioritize work, Ability to follow instructions	\$ 13.76	
Senior Accounting Clerk 2 - Additional duties and qualifications shall include those listed for Senior Accounting Clerk 1, Accounting Clerk 1 & 2, as well as the following at a minimum: Producing financial and statistical reports from subsidiary ledgers (payables and receivables), Preparing checks for payroll or payables, Preparing/issuing invoices, monthly statements or audit confirmations, Skill in preparing tables, graphs or charts.	\$ 16.38	
Bookkeeper - Additional duties and qualifications shall include the following at a minimum: Knowledge of spreadsheet software, ie; Excel or Lotus 123, knowledge of various accounting functions such as payables, receivables and payroll, 10-key by touch, Enters	\$ 19.00	

and verifies transactions in general ledger accounts and journals, balances books, completes reconciliations, familiar with all bookkeeping functions involved in maintaining company financial records including cost accounting, trial balances, and profit and loss statements.	
Accountant - Additional duties and qualifications shall include all descriptions above as well as the following at a minimum: Knowledge of all accounting and bookkeeping procedures, including governmental/fund accounting knowledge, prepares financial statements and other reports; may participate in audit schedules, closings and special projects, Advanced computer experience. Training / supervising others to perform work activities, Preparing financial reports through trial balance, Identifying and correcting coding errors, Knowledge of accounting systems, procedures and theory, Ability to communicate clearly and accurately, Ability to train others in on-the job procedures.	21.615

ng a 10-key calculator, Familiarity / knowledge of basic
Balancing calculated totals with receipts, posting credit or debit detail to
ders, invoices or payments, Gathering data/reasearching, Must possess
escription. Offeror may add service positions as applicable.

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$ 13.76		\$ 15.07		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 15.07		\$ 16.38		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 16.38		\$ 19.00		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 19.00		\$ 21.62		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 21.62		\$ 24.24		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase

24.235	28.82	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase	

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Randstad US, LP

General Duties & Qualifications include the following at a minimum - Knowledge of basic office telephone and headset, Ability to communicate and record information accurately, Ability to qualify leads, Ability to proofread and correct errors, Receive and place telephone calls, Fill out and verify information properly. Additional duties & qualifications are listed in each Service Description. Offeror may

Service Position	Entry Level (Bill Rate)	
Customer Service Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receiving customer inquiries about a product or service, Providing information to callers regarding a product or service Recording and confirming customer orders, complaints or service information, Direct calls for further problem resolution, Skill in inputting and accessing information on paper, PC or CRT, Skill in using database, data entry or single windows software.	\$13.76	
Customer Service Inbound 2 - Additional duties and qualifications shall include Customer Service Inbound 1 as well as the following at a minimum: Handle large accounts or more difficult issues, Lead, teach, guide and/or motivate teams, First level problem resolution.	\$15.07	
Customer Service Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place outbound calls, Gather account status information, Gather customer complaint information, Direct calls for further problem resolution.	\$13.10	
Customer Service Outbound 2 - Additional duties and qualifications shall include Customer Service Outbound 1 as well as the following at a minimum: Place large volume daily calls, Handle more difficult situations, Manage, guide, motivate teams	\$13.10	
Market Research Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receive incoming calls resulting from mass mailings or product demonstration, Gather information about caller's experience and/or opinion of product or service, Ability to lead, teach, guide, motivate team.	\$15.07	
Market Research Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place calls to inquire for opinions, Place outbound calls from master list to survey. Interview or gather	\$14.41	

Place outbound calls from master list to survey, interview or gather feedback related to specific topic.		
Sales Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receive incoming calls, Schedule appointments, Sell a product or service, Ability to work in a goal oriented environment, Upsell as appropriate, Responsible for specific accounts or geographic areas.	\$15.72	
Sales Inbound 2 - Additional duties and qualifications shall include Sales Inbound 1 as well as the following at a minimum: Receive calls from large accounts or difficult geographic regions, Lead, teach, guide and/or motivate teams.	\$16.38	
Sales Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place calls to sell a product or service, Place calls to schedule appointment to sell product or service, Perform with respect to quotas or sales goals, Upsell as appropriate, handle specific accounts or geographic area.	\$15.07	
Sales Outbound 2 - Additional duties and qualifications shall include Sales Outbound 1 as well as the following at a minimum: Work with larger accounts or difficult geographic regions, Lead, teach, guide and/or motivate teams.	\$15.72	
Help Desk Analyst - Additional duties and qualifications shall include the following at a minimum: Receive and screen incoming calls, Receive and service requests, Create problem reports, Troubleshoot for problem identification, Provide recommendations/solutions to complex issues.	\$15.72	

equipment including a personal computer, electronic key system (EKS),
 estion others to determine specific needs, Ability to deal with people patiently,
 ormation on forms or records, Proofread to verify that forms are completed
 add service positions as applicable.

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$14.41		\$17.03		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$15.72		\$18.34		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$13.76		\$17.69		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$15.07		\$17.69		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$15.72		\$18.34		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$15.07		\$17.69		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase

\$16.38		\$19.00	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$17.03		\$19.65	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$15.72		\$18.34	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$16.38		\$19.00	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$16.38		\$19.00	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name:** Randstad US, LP

General Duties & Qualifications include the following at a minimum - Knowledge of basic office printer, postage meter and 10-key calculator, Ability to accurately count materials / items, Know simple mathematical calculations, Ability to follow instructions, Sorting and filing materials according to directories, Verifying information on forms. Additional duties & qualifications are listed in each

Service Position	Entry Level (Bill Rate)	
Clerk 1 (Mail/File Records Clerk) - Additional duties and qualifications shall include the following at a minimum: Determining postage requirements and placing labels and postage on outgoing mail, Delivering and collecting incoming or outgoing mail and messages, Retrieving materials from files, Checking files for duplicate, missing or misfiled items, Collating, Ability to perform repetitive work, Ability to stand or sit for long periods of time	\$ 10.48	
Clerk 2 - Additional duties and qualifications shall include Clerk 1 as well as the following at a minimum: Unpacking incoming materials and checking for proper quantities or defects, Sorting and routing incoming materials, Delivering and collecting incoming or outgoing mail and messages.	\$ 11.14	
Senior Clerk 1 (Proofreading/Recordkeeping/Coding Clerk) - Additional duties and qualifications shall include the following at a minimum: Proofreading documents for typographical errors, Completing forms, Accessing information in graphs, tables, etc., Ability to proofread and correct errors in documents.	\$ 11.79	
Senior Clerk 2 (Filing/Typing Clerk, Cashier) - Additional duties and qualifications shall include Senior Clerk 1 as well as the following at a minimum: Producing lists, labels, forms or other simple and/or brief documents, Operating a cash register, Sorting, counting and wrapping money, Knowledge of grammar, Ability to stand or sit for long periods of time.	\$ 12.45	
Records Management Clerk (Microfilm Clerk) - Additional duties and qualifications shall include the following at a minimum: Preparing documents for microfilm/fiche, Inspecting microfilm/fiche for readability (quality control), Operating microfilm/fiche reader/printer, Counting	\$ 11.79	

documents, materials, etc., and grouping them into batches, Tabulating batch totals, Assigning numeric, alpha, color codes, etc., to materials.		
Senior Records Management Clerk - Additional duties and qualifications shall include Records Management Clerk as well as the following at a minimum: Gathering and proofreading data to be included in reports, Reviewing content of documents to determine correct filing, Checking manual files for duplicate, missing or misfiled items, Setting up manual filing systems, Preparing filed materials for storage, Destroying documents according to guidelines, Ability to work on more than one task at a time.	\$ 12.45	

Equipment including microfilm / fiche camera, microfilm / fiche reader or knowledge of standard filing systems, Ability to do detailed work, Ability to perform according to an alphabetic, numeric or color-coded system, Creating lists or Service Description. Offeror may add service positions as applicable.

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$ 11.79		\$ 13.30		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 12.45		\$ 13.95		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 13.10		\$ 19.85		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 13.76		\$ 15.26		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 13.10		\$ 14.61		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase

\$	13.76		\$	15.26
				Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Randstad US, LP

General Duties & Qualifications include the following at a minimum - Knowledge of basic office calculator, Ability to accurately input information into a computer, Ability to follow instructions, / and correct errors, Inputting information into a computer, Accessing information from a computer. Additional duties & qualifications are listed in each Service Description. Offeror may add services.

Service Position	Entry Level (Bill Rate)	
Operator 1 - Additional duties and qualifications shall include the following at a minimum: Entering data up to 25% of the time, Approximately 5,000-9,000 keystrokes per hour.	\$ 11.79	
Operator 2 - Additional duties and qualifications shall include the following at a minimum: Entering data more than 25% of the time, Approximately 9,000-12,000 keystrokes per hour.	\$ 13.10	
Operator 3 (Key Disc Operator) - Additional duties and qualifications shall include the following at a minimum: Production data entry, Entering data more than 50% of the time, Approximately 12,000-15,000 keystrokes per hour.	\$ 14.41	
Operator 4 (Key Disc Operator) - Additional duties and qualifications shall include the following at a minimum: Production data entry, Entering data more than 75% of the time, Approximately 15,000+ keystrokes per hour	\$ 15.72	

: equipment including personal computer / CRT, mainframe and 10-Key
 Ability to perform repetitive work, Ability to do detailed work, Ability to proofread
 :er, Verifying information on a screen, Performing various clerical duties.
 ce positions as applicable.

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$ 13.10		\$ 13.76		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 14.41		\$ 15.07		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 15.72		\$ 16.38		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 17.03		\$ 17.69		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Randstad US, LP

General Duties & Qualifications include the following at a minimum - Knowledge of legal terminology, memos, proposals and statistical material, Transcribing shorthand notes, Transcribing from voice and routing phone calls, Scheduling appointments, Making travel or meeting arrangements, Handling equipment, Photocopying / using a facsimile machine, Performing simple mathematical calculations, Proofreading and correct errors in documents, Ability to communicate clearly and accurately, Ability to use a Facsimile machine, Personal computer (PC) and Photocopy machine. Additional duties & qualifications as applicable.

Service Position	Entry Level (Bill Rate)	
Legal Secretary 1 - Additional duties and qualifications shall include the following at a minimum: Handling legal administrative detail, Compiling legal documents, Following and creating special formats to meet legal documentation requirements, Using single software to perform intermediate word processing functions, Ability to provide administrative support in a legal environment, Ability to adapt quickly to terminology and legal environment demands.	\$ 17.03	
Legal Secretary 2 - Additional duties and qualifications shall include Legal Secretary 1 as well as the following: Creating legal materials and documentation, Prepares papers and correspondence of a legal nature such as petitions, briefs, summonses, complaints, motions and subpoenas, Administrative support in a legal environment, Using multiple software to perform intermediate to advanced word processing and/or spreadsheet functions, Experience in supporting a legal environment, Handling meeting arrangements, agendas, notifications and deadlines, Ability to transcribe from Dictaphone equipment,	\$ 20.96	

ology and legal environment required, Producing documents such as letters, ice recordings, Proofreading and correcting documents, Placing, receiving andling incoming and outgoing mail, Compiling information and record ns, Ability to produce documents following company standards, Ability to ty to use Dictation / transcription equipment, Electric / electronic typewriter, lifications are listed in each Service Description. Offeror may add service

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$ 20.96		\$ 23.58		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 23.58		\$ 27.51		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Randstad US, LP

General Duties & Qualifications include the following at a minimum - Ability to use a variety of tools / maintenance repetitive work, Ability to follow instructions, Ability to identify flaws or imperfections in a product, Ability to handle 100 pounds, Ability to accurately count materials, Ability to walk, sit or stand for long periods of time, Knowledge of safety required, possess a valid Arizona's Driver's License as required by customer, Checking or inspecting materials / products for information or accessing information in tables / lists, Counting materials and performing simple mathematical calculations, filling out forms, Removing dirt and trash from work areas, Cleaning floors, sinks, toilets, bathtubs or showers, Dusting company grounds, Setting up tables, chairs or equipment, Packing materials or products into shipping containers,

Service Position	Entry Level (Bill Rate)	Journeyman Level (Bill Rate)
Assembly		
Assembly Worker - Additional duties and qualifications shall include the following at a minimum: Buffing or polishing small parts, Trimming parts, Transporting materials using hand trucks or dollies, Packing materials or products into shipping containers, Assembling components using nuts, bolts, screws or glue, Assembling components using light-duty hand tools, Assembling large or medium size components, Performing repetitive work to meet company quotas, Ability to accurately count objects or materials, Ability to handle large objects.	\$ 11.31	\$ 11.97
Precision Assembler - Additional duties and qualifications shall include Assembly Worker as well as the following at a minimum: Soldering parts, wires and other small metal objects, Soldering parts, wires and other small metal objects, Following diagrams in blueprints, Ability to handle small objects.	\$ 12.30	\$ 13.30
Machine Tender - Additional duties and qualifications shall include the following at a minimum: Operating production machinery, Setting equipment / machinery to required settings, Monitoring the operation of machinery or equipment, Checking whether materials or products meet standards, Knowledge of basic machine operation, Knowledge of safety requirements or procedures for machine operation.	\$ 13.30	\$ 15.30
Quality Control Inspector - Additional duties and qualifications shall include the following at a minimum: Using testing equipment to check whether materials or products meet standards, Ability to identify defects and flaws.	\$ 14.16	\$ 16.16

Maintenance			
General Maintenance Worker - Additional duties and qualifications shall include the following at a minimum: Performing miscellaneous general maintenance/laborer requirements, Replacing simple equipment, Setting up equipment (e.g., tables and chairs), Wash/clean/vacuum all types of equipment, move and load equipment, clean shop, Ability to retrieve objects out of reach, May be required to use various hand tools.	\$ 11.31		\$ 11.97
Janitor/Custodian - Additional duties and qualifications shall include the following at a minimum: Basic custodial duties including keep building/office clean and in orderly condition. Other duties to include sweeping, vacuuming, mopping, stripping, washing and buffing floors, washing walls/windows and emptying trash, cleans lavatories, kitchen facilities and rest rooms, keeps parking lots and patios clean, sets up and tears down equipment, Usually works under direct supervision but may be required to be self-directed, Knowledge of equipment and materials used in custodial work, Familiar with MSDS.	\$ 11.31		\$ 11.97
Groundskeeper - Additional duties and qualifications shall include the following at a minimum: Maintaining company grounds (e.g., collecting leaves, collecting trash, cutting grass, weed control, sprinkler systems), Knowledge of general groundskeeping and ability to use appropriate tools/equipment.	\$ 11.37		\$ 14.22
Housekeeper / Laundry - Additional duties and qualifications shall include the following at a minimum: Making beds, Capable of routine work weighing, washing, pressing and folding of clothes, linens and other washables, Performs related work as required.	\$ 10.64		\$ 11.31
Materials Handling			
Inventory Worker - Additional duties and qualifications shall include the following at a minimum: Tracing and tracking movement of material / supplies, Recording numbers, codes or other information, Stocking shelves, departments, etc., Ability to record information, Ability to perform repetitive work, Ability to work with detail (e.g., checking numbers, comparing lists), Ability to identify flaws and defects.	\$ 12.64		\$ 13.30
Pick & Pack Worker - Additional duties and qualifications shall include the following at a minimum: Filling orders or issuing supplies from stock, Checking physical condition of supplies / inventory, Counting materials, documents or other items, Recording numbers, codes or other information, Ability to work with detail (e.g., checking numbers, comparing lists), Ability to record information.	\$ 10.97		\$ 11.97
Shipping / Receiving Worker - Additional duties and qualifications shall include the following at a minimum: Putting together boxes or shipping containers using glue or tape, Loading and unloading product shipments, Verifying and inspecting incoming materials and supplies for proper quantities and defects. Placing labels, numbers, prices, etc. on	\$ 11.64		\$ 12.64

proper quantities and defects, Placing labels, numbers, prices, etc., on boxes / materials, Ability to work with detail (e.g., checking numbers, comparing lists), Knowledge of proper packaging methods, Ability to record information.			
Warehouse Worker - Additional duties and qualifications shall include the following at a minimum: Capable of performing general warehouse work which requires forklift operation experience, Performs shipping and receiving including stocking shelves, ordering inventory, unload and load trucks, move merchandise, bar coding and familiarity to inventory/stock record keeping.	\$ 12.64		\$ 13.63

3 equipment, Possess manual dexterity, Ability to perform large objects, Ability to transport items weighing up to 75 lb, Ability to follow written requirements or procedures, Safety steel toed shoes, Ability to inspect products to make sure they meet standards, Verifying dimensions, Copying numbers, codes or other information and labeling, Cleaning or wiping furniture, fixtures or equipment, Maintaining inventory, Sealing or wrapping packages for shipment, Placing labels on

	Senior Level (Bill Rate)	Shift Differential (3rd Shift)
	\$ 12.30	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
	\$ 15.30	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
	\$ 17.29	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
	\$ 18.15	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase

\$	13.50	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$	12.64	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$	14.63	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$	11.97	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$	15.63	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$	12.97	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$	13.63	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase

	\$	14.63	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Randstad US, LP

General Duties & Qualifications include the following at a minimum - Knowledge of medical terminology and medical equipment including a 10-key calculator, Familiarity / knowledge of basic accounting terminology and concepts, calculate totals with receipts, posting credit or debit detail to accounting ledgers (e.g., receivables, payables, generate orders, invoices or payments, Performing various clerical duties, Knowledge of basic office equipment including a postage meter and 10-key calculator, Ability to accurately count materials / items, Knowledge of standard filing systems, mathematical calculations, Ability to follow instructions, Sorting and filing materials according to an alphabetic, numeric Verifying information on forms. Producing documents such as letters, memos, proposals and statistical material,

Service Position	Entry Level (Bill Rate)	Journeyman Level (Bill Rate)
Medical Biller 1 - Additional duties and qualifications shall include the following at a minimum: Processing participant information from claims, Processing provider information from claims, Prepare documentation for mailing, Prepare document files, Skill in using mainframe, spreadsheet, database of other single software, Knowledge of manual/automated filing systems, Ability to accurately access/input data into a computer, Knowledge of medical terminology required.	\$ 13.10	\$ 13.76
Medical Biller 2 - Additional duties and qualifications shall include Medical Biller 1 as well as the following at a minimum: Prepare claims documentation utilizing ICD-9 and CPT coding, 1500, Ubs, Process/verify documentation for accuracy, Compile medical documentation files, Place/receive phone calls, Obtain insurance authorizations, Intermediate to advanced knowledge of multiple software, Experience with medical coding, Experience with insurance authorization procedures, Knowledge of medical terminology required.	\$ 15.72	\$ 16.38
Medical Records Clerk 1 - Additional duties and responsibilities shall include the following at a minimum: File, retrieve, transfer, maintain medical records and reports, Utilize records tracking protocols, Knowledge of alphabetical and numeric file systems, Ability to access and input data utilizing single software, Knowledge of medical terminology required.	\$ 11.79	\$ 12.45

Medical Records Clerk 2 - Additional duties and responsibilities shall include Medical Records Clerk 1 as well as the following at a minimum: File, maintain and review medical records for completeness, Knowledge of alpha, numeric and terminal digit file systems, Intermediate to advanced knowledge of multiple software, Experience in medical records processing and maintenance, Knowledge of medical terminology required.	\$ 12.45	\$ 13.10
Medical Secretary 1 - Additional duties and qualifications shall include the following at a minimum: Handling medical administrative detail, Compiling medical documents, Following and creating special formats and meet medical documentation requirements, Using single software to perform intermediate word processing functions	\$ 16.38	\$ 17.03
Medical Secretary 2 - Additional duties and qualifications shall include Medical Secretary 1 as well as the following at a minimum: Creating medical materials and documentation, Administrative support in a medical environment, Using multiple software to perform intermediate to advanced word processing and/or spreadsheet functions, Experience in supporting a medical environment, Handling meeting arrangements, agendas, notifications and deadlines, Ability to transcribe from Dictaphone equipment.	\$ 18.34	\$ 19.00

ical environment required, Knowledge of basic office
 Knowledge of computerized accounting systems, Balancing
 neral ledger), Verifying the accuracy of vouchers, purchase
 microfilm / fiche camera, microfilm / fiche reader or printer,
 /stems, Ability to do detailed work, Ability to perform simple
 meric or color-coded system, Creating lists or directories,
 Transcribing shorthand notes, Transcribing from voice recor

	Senior Level (Bill Rate)		Shift Differential (3rd Shift)
	\$ 16.38		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
	\$ 19.00		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
	\$ 15.07		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase

\$	15.72	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$	19.65	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$	21.62	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name:** Randstad US, LP

General Duties & Qualifications include the following at a minimum - Handling stock / supplies, Ability to transport items weighing up to 25 pounds, Ability to stand, sit or walk for long periods product questions, Distributing flyers, samples, etc., Ability to communicate clearly and accurately with visitors / delegates / conferees who attend conventions, seminars, trade shows, exhibits or other events, Ability to interact with others using tact and diplomacy, Ability to deal with people patiently, Ability to respond to requests, Ability to interact with others using tact and diplomacy, Ability to deal with people patiently, Ability to respond to requests. Description. Offeror may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	
Detailing		
Detailing Representative 1 - Additional duties and qualifications shall include the following at a minimum: Arranging products according to a plan-o-gram, Rotating stock, Replacing damaged equipment, Maintaining stock and supplies, Monitoring conditions and pricing of merchandise, Ability to count materials / items, Ability to identify flaws in objects	\$ 12.45	
Detailing Representative 2 - Additional duties and qualifications shall include Detailing Representative 1 as well as the following at a minimum: Working with detailed plan-o-grams (e.g., 15 ft. plan-o-grams vs. 3 ft. plan-o-grams), Setting up merchandise displays, Evaluating product display effectiveness in attracting shoppers' attention, Performing simple record keeping, Ability to record information.	\$ 15.46	
Sales & Promotion		
Sampler - Additional duties and qualifications shall include the following at a minimum: Distributing samples of a product or coupon, Describing product benefits, Counting materials / items.	\$ 12.45	
Demonstrator 1 - Additional duties and responsibilities shall include the following at a minimum: Setting up and conducting product demonstrations, Assisting customers in selecting merchandise for purchase, Receiving cash and making change, Filling out forms / reports, Ability to convince others to purchase a product, Ability to effectively communicate in front of a group, Skill in operating a calculator, adding machine or cash register.	\$ 13.10	

Demonstrator 2 - Additional duties and qualifications shall include Demonstrator 1 as well as the following at a minimum: Selling products / services using a script prepared by the customer, Selling a product geared to a specific audience, Preparing orders for a product and presenting them to cashier for processing, Ability to show patience when dealing with people.	\$	13.43
Comparison Shopper 1 - Additional duties and qualifications shall include the following at a minimum: Assuming the role of customer and "shopping the competition" for a company to learn about sales trends, customer preferences, products, prices and services, following prepared guidelines, Assuming the role of customer for company's own locations to evaluate staff performance following prepared guidelines, Purchasing merchandise, checking on products, services or prices, Ability to work with little supervision.	\$	14.21
Comparison Shopper 2 - Additional duties and qualifications shall include Comparison Shopper 1 as well as the following at a minimum: Evaluating a product or service based on specific / detailed guidelines provided by the customer and requiring specialized training, Ability to follow specific instructions.	\$	14.54
Trade Shows & Seminars		
Host / Hostess 1 - Additional duties and qualifications shall include the following at a minimum: Providing directions and general product information, Distributing flyers and product / service information, Ability to learn company's products or services.	\$	11.14
Host / Hostess 2 - Additional duties and qualifications shall include Host/Hostess 1 as well as the following at a minimum: Registering people at conventions, seminars or other events, Accepting registration fees, Performing simple record keeping, Preparing name badges, Checking rosters,	\$	13.76
Booth Attendant 1 - Additional duties and qualifications shall include the following at a minimum: Receiving and posting messages for attendees of conventions, trade shows or seminars, Greeting, screening and directing visitors, Using rosters / program schedules to keep track of people's locations so they can be contacted, Ability to work on more than one task at a time.	\$	12.45
Booth Attendant 2 - Additional duties and qualification shall include Booth Attendant 1 as well as the following at a minimum: Answering non-technical questions concerning a product or service, Directing giveaway programs or contests, Greeting, directing and guiding visitors through one or more exhibits, Ability to learn company's products or services, Ability to effectively communicate to an audience.	\$	15.72

Counting items / materials, Performing simple mathematical calculations, of time, Ability to use a calculator/10-key calculator/Cash register, Answering tely, Ability to learn a company's products or services, Greeting and assisting er events, Placing, receiving and routing phone calls, Taking messages, Ability ecord information. Additional duties & qualifications are listed in each Service

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$ 13.10		\$ 14.41		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 16.14		\$ 17.40		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 13.10		\$ 13.43		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 14.41		\$ 17.03		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase

\$	14.74	\$	17.36	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$	15.52	\$	18.14	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$	15.85	\$	18.47	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$	11.79	\$	12.45	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$	14.41	\$	17.03	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$	13.10	\$	14.41	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$	17.03	\$	17.69	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Randstad US, LP

General Duties & Qualifications include the following at a minimum - Placing, receiving and routing calls, Providing telephone directory assistance, Taking telephone messages, A system to receive and transfer calls, Ability to show patience and courtesy when dealing with people, (EKS), Personal computer (PC) and Switchboard (PBX) system. Additional duties & qualifications as applicable.

Service Position	Entry Level (Bill Rate)	
Receptionist 1 - Additional duties and qualifications shall include the following at a minimum: Operating an electronic key system (EKS) or PBX, Receiving, delivering and sending mail, Receiving visitors and directing them to appropriate locations, Keeping track of people's locations so they can be contacted, Photocopying / using a facsimile machine, Verifying and copying information on forms or records, Accessing directories, Knowledge of mailing and shipping procedures, Ability to communicate clearly and accurately, Ability to access an automated directory or learn electronic mail on a PC.	\$ 11.79	
Receptionist 2 - Additional duties and qualifications shall include Receptionist 1 as well as the following at a minimum: Operating an electronic key system (EKS) or PBX, Producing memos, letters, lists, reports, etc., Receiving complaints or service / repair calls, Resolving customer problems on the phone with standard company responses, Maintaining reports, logs or lists, Providing information to callers regarding particular products / services, Skill in formatting, editing, inputting and printing documents on a typewriter or PC, Knowledge of company products and services, Ability to question others to determine their specific needs, Skill in using database software, Ability to access an automated directory or learn electronic mail on a PC.	\$ 12.45	
Switchboard Operator - Additional duties and qualifications shall include the following at a minimum: Operating an electronic key system (EKS) or PBX, Handle full switchboard responsibilities, Ability to place conference calls, overseas calls, use electronic mail, etc.,	\$ 12.18	

iting phone calls, Providing general information to callers or visitors, Greeting
 ability to communicate clearly and accurately, Ability to use a telephone
 people, Ability to use Electric / electronic typewriter, Electronic key system
 ons are listed in each Service Description. Offeror may add service positions

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$ 12.45		\$ 13.10		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 13.10		\$ 14.74		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 12.84		\$ 13.89		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Randstad US, LP

General Duties & Qualifications include the following at a minimum - Ability to follow directions, duties, Ability to keep counts on documents processed, Ability to communicate clearly and acc telephone system to receive and transfer calls, Ability to use electric / electronic typewriter, ele knowledge including alphabetical and numerical filing, beginning accounting principles and pra

Service Position	Entry Level (Bill Rate)	
General Clerical - Position specifically in Document Staging, Outgoing Mailroom, Micrographics, Taxpayer Information and Assistance, License and Registration, Income Tax Processing. Additional duties and qualifications shall include the following at a minimum: Perform functions such as mail opening, disassembling and reassembling documents, filing and file retrieval, Assure that all mail containing payments is handled appropriately, Separate, sort, arrange documents and cash receipts, quality control documents to determine their computer processability, Operate a variety of outgoing mail equipment such as trimmers, bursters, inserters, postage meters as well as incoming mail equipment such as envelope openers, Hand sterilize documents and prepare forms for bulk mailing, Operate microfilm cameras, Answer telephones, Ability to make quick decisions on the proper disposition of documents.	\$ 12.45	
Error Reoslution and Document Processing - Additional duties and qualifications shall include the following at a minimum: Sort and/or edit income, corporate, sales and withholding tax documents, or resolve a variety of errors which may include utilizing a PC or interpreting computer output. Ability to communicate verbally and in writing with taxpayers, Skill at solving problems relative to tax documents.	\$ 14.41	
Remittance Processing - Additional duties and qualifications shall include the following at a minimum: Shall be able to enter data at a rate of 10,000 keystrokes per hour with an error rate not to exceed two percent (2%), Process and/or enter various tax documents and encode checks utilizing electronic keying equipment, Ability to operate a 10-key data keyboard by touch with speed and accuracy, Possess average math and accounting skills. Contractor shall test each applicant for 10-key skills prior to assignment and submit scores to DOR by the day of assignment	\$ 13.10	

assignment.		
Taxpayer Information & Assistance Agent - Additional duties and qualifications shall include the following at a minimum: Provide information and assistance to taxpayers by telephone, in person, or via correspondence relative to the preparation of numerous tax returns and the resolution of billing questions, Knowledge of Arizona Tax Forms, statutes, rules, Ability to research a problem or question in a timely manner, Skill in oral and written communication, math and accounting, and in the use of computer terminal, telephone, and office equipment.	\$	15.72
Data Entry Operator - Additional duties and qualifications shall include the following at a minimum: Shall be able to enter data at a rate of 8,000 keystrokes per hour with an error rate not to exceed two percent (2%), Shall be able to work with a limited amount of supervision, Ability to run and work with scanning equipment or 2D Bar-coding equipment, Ability to understand and use Data Entry equipment in an efficient manner, Shall possess a working knowledge of 10-key and/or reverse 10-key keyboards which includes typing skills. Contractor shall test each applicant for data entry skills prior to assignment and submit scores to DOR by the day of assignment.	\$	13.10
Blended Remittance Processing / Data Entry Clerk - Additional duties and qualifications shall include the following at a minimum: Shall be able to enter data at a rate of 10,000 keystrokes per hour with an error rate not to exceed two percent (2%), Process and/or enter various tax documents and encode checks utilizing electronic keying equipment, Shall be able to work with a limited amount of supervision, Ability to run and work with scanning equipment or 2D Bar-coding equipment, Ability to operate a 10-key keyboard by touch with speed and accuracy, Shall be able to understand and use Data Entry equipment in an efficient manner. Shall possess a working knowledge of 10-key and/or reverse 10-key keyboards which includes typing skills, Possess average math and accounting skills, Contractor shall test each applicant for 10-key skills prior to assignment and submit scores to DOR by the day of assignment.	\$	14.41

, Ability to operate a variety of equipment and perform routine and repetitive
 urately, Manual dexterity, Perform lifting of up to 25 pounds, Ability to use a
 ctronic key system (EKS), personal computer (PC), 10-key. General
 ctices, Additional duties & qualifications are listed in each Service Description.

Journeyman Level (Bill Rate)		Senior Level (Bill Rate)		Shift Differential (3rd Shift)
\$ 13.10		\$ 14.74		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 15.72		\$ 17.36		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$ 14.41		\$ 16.05		Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase

\$	17.03		\$	18.67	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$	14.41		\$	16.05	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase
\$	15.72		\$	17.36	Entry Level 5% increase Journeyman level 5% increase Senior Level 5% increase

SERIAL 07049-IGA**Temporary Personnel Services****Pricing****Contractor Name: Robert Half Legal**

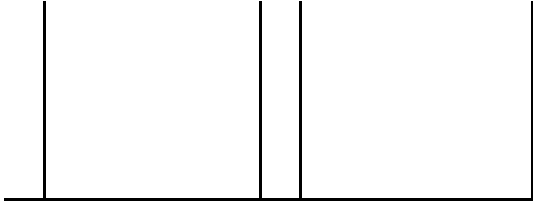
General Duties & Qualifications include the following at a minimum - Knowledge of legal terminology and legal environment, such as letters, memos, proposals and statistical material, Transcribing shorthand notes, Transcribing from voice recordings, documents, Placing, receiving and routing phone calls, Scheduling appointments, Making travel or meeting arrangements, mail, Compiling information and record keeping, Photocopying / using a facsimile machine, Performing simple mail tasks, documents following company standards, Ability to proofread and correct errors in documents, Ability to communicate, Dictation / transcription equipment, Electric / electronic typewriter, Facsimile machine, Personal computer (PC) and other qualifications are listed in each Service Description. Offeror may add service positions as applicable.

Service Position	Entry Level (Bill Rate)		Journeyman Level (Bill Rate)
Legal Secretary 1 - Additional duties and qualifications shall include the following at a minimum: Handling legal administrative detail, Compiling legal documents, Following and creating special formats to meet legal documentation requirements, Using single software to perform intermediate word processing functions, Ability to provide administrative support in a legal environment, Ability to adapt quickly to terminology and legal environment demands.	\$28.00		
Legal Secretary 2 - Additional duties and qualifications shall include Legal Secretary 1 as well as the following: Creating legal materials and documentation, Prepares papers and correspondence of a legal nature such as petitions, briefs, summonses, complaints, motions and subpoenas, Administrative support in a legal environment, Using multiple software to perform intermediate to advanced word processing and/or spreadsheet functions, Experience in supporting a legal environment, Handling meeting arrangements, agendas, notifications and deadlines, Ability to transcribe from Dictaphone equipment,	\$31.50		
Paralegal - Additional duties and qualifications shall include the following at a minimum: A Diploma/Certification/Degree in paralegal studies from an institutionally accredited program in Arizona with American Bar Association approval; OR a law degree from an accredited law school; OR three years of verifiable full time paralegal experience; and a Notary Public Commission (If qualifying with law degree, the individual must never have been licensed attorney in any jurisdiction). Knowledge of concepts, terminology (terms of art), principles and procedures of law, Knowledge of methods and techniques of legal research and the use of statutes, codes, legal encyclopedias, reporters and other primary and secondary sources, Knowledge of the complete civil litigation process, domestic relations	\$35.00		

<p>Knowledge of the complete civil litigation process, domestic relations law and knowledge of criminal procedure, Conduct investigations and statistical and documentary research, Conduct legal research, Draft legal documents, correspondence and pleadings, Summarize depositions, interrogatories and testimony, Locate and interview witnesses, Reviews and analyzes case files; determines appropriate leg</p>			
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vironment required, Producing documents
 recordings, Proofreading and correcting
 jements, Handling incoming and outgoing
 thematical calculations, Ability to produce
 cate clearly and accurately, Ability to use
 d Photocopy machine. Additional duties &

	Senior Level (Bill Rate)	Shift Differential (3rd Shift)
	\$30.62	
	\$33.50	
	\$43.75	



SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Staffmark Pacific

General Duties & Qualifications include the following at a minimum - Knowledge of basic office equipment including a 10-key calculator, Familiarity / knowledge of accounting/bookkeeping terminology and concepts, Knowledge of computerized/automated accounting systems, Balancing calculated totals with receipts, posting to detail to accounting ledgers (e.g., receivables, payables, general ledger), Verifying the accuracy of vouchers, purchase orders, invoices or payments, Gathering data/researching, Must possess analytical skills, Performing various clerical duties. Additional duties & qualifications are listed in each Service Description. service positions as applicable.

Service Position	Entry Level (Bill Rate)	Journeyman Level (Bill Rate)	Senior Level (Bill Rate)
Accounting Clerk 1 - Additional duties and qualifications shall include the following at a minimum: Copying/coding numbers or other information and filling out forms, Sorting and filing materials (automated filing systems), Counting materials, documents or other items, Revising spreadsheets (inserting and deleting columns and rows), Editing and inserting data (labels, figures, formulas), Skill in using mainframe, spreadsheet, database or other single software (excel, lotus123, access, SQL, etc), Knowledge of manual/automated filing systems, Ability to accurately input data into a computer.	\$11.97	\$13.28	\$15.30
Accounting Clerk 2 - Additional duties and qualifications shall include Accounting Clerk 1 as well as the following at a minimum: Placing collection calls – accounts receivable, Performing production calculations, Processing invoices, vouchers, etc., based on departmental procedures and predefined authorization levels, Posting information to accounts (receivables, payables, general ledger), Comparing information to verify accuracy, Skill in performing simple mathematical calculations	\$12.30	\$13.55	\$15.62
Senior Accounting Clerk 1 - Additional duties and qualifications shall include Accounting Clerk 1 & 2 as well as the following at a minimum: Sorting, counting and wrapping money, Issuing sales receipts/deposit slips, etc., Balancing/reconciling accounts, Determining formulas or calculations, Preparing financial entries; determining appropriate account classifications using chart of accounts, Ability to prioritize work, Ability to follow instructions	\$12.62	\$13.87	\$15.96
Senior Accounting Clerk 2 - Additional duties and qualifications shall include those listed for Senior Accounting Clerk 1, Accounting Clerk 1 & 2, as well as the following at a minimum: Producing financial and statistical reports from subsidiary ledgers (payables and receivables), Preparing checks for payroll or payables, Preparing/issuing invoices, monthly statements or audit confirmations, Skill in preparing tables, graphs or charts.	\$13.28	\$14.53	\$16.61
Bookkeeper - Additional duties and qualifications shall include the following at a minimum: Knowledge of spreadsheet software, ie: Excel or Lotus 123, knowledge of various accounting functions such as payables, receivables and payroll, 10-key by touch, Enters and verifies transactions in general ledger accounts and journals, balances books, completes reconciliations, familiar with all bookkeeping functions involved in maintaining company financial records including cost accounting, trial balances, and profit and loss statements.	\$13.42	\$15.13	\$18.01
Accountant - Additional duties and qualifications shall include all descriptions above as well as the following at a minimum: Knowledge of all accounting and bookkeeping procedures, including governmental/fund accounting knowledge, prepares financial statements and other reports; may participate in audit schedules, closings and special projects, Advanced computer experience. Training / supervising others to perform work activities, Preparing financial reports through trial balance, Identifying and correcting coding errors, Knowledge of accounting systems, procedures and theory, Ability to communicate clearly and accurately, Ability to train others in on-the job procedures.	\$16.97	\$20.29	\$23.25

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Offeror may add

Shift Differential (3rd Shift)
\$0.50/hr.
\$0.50/hr.
\$0.50/hr.
\$0.50/hr.
\$0.50/hr
\$0.50/hr.

Temporary Personnel Services

Pricing

Contractor Name: Staffmark Pacific

General Duties & Qualifications include the following at a minimum - Knowledge of basic office equipment including a personal computer, electronic key system (EKS), telephone and headset. Ability to communicate and record information accurately. Ability to question others to determine specific needs. Ability to deal with people patiently. Ability to proofread and correct errors. Receive and place telephone calls. Fill out and verify information on forms or records. Proofread to verify that forms are completed properly. Additional duties & qualifications are listed in each Service Description. Offeror may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	Journeyman Level (Bill Rate)	Senior Level (Bill Rate)	Shift Differential (3rd Shift)
Customer Service Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receiving customer inquiries about a product or service. Providing information to callers regarding a product or service. Recording and confirming customer orders, complaints or service information. Direct calls for further problem resolution. Skill in inputting and accessing information on paper, PC or CRT. Skill in using database, data entry or single windows software.	\$11.59	\$13.66	\$15.62	\$0.50/hr.
Customer Service Inbound 2 - Additional duties and qualifications shall include Customer Service Inbound 1 as well as the following at a minimum: Handle large accounts or more difficult issues. Lead, teach, guide and/or motivate teams. First level problem resolution.	\$14.31	\$15.95	\$17.59	\$0.50/hr.
Customer Service Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place outbound calls. Gather account status information. Gather customer complaint information. Direct calls for further problem resolution.	\$12.01	\$13.98	\$15.94	\$0.50/hr.
Customer Service Outbound 2 - Additional duties and qualifications shall include Customer Service Outbound 1 as well as the following at a minimum: Place large volume daily calls. Handle more difficult situations. Manage, guide, motivate teams.	\$14.44	\$15.95	\$17.59	\$0.50/hr.
Market Research Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receive incoming calls resulting from mass mailings or product demonstration. Gather information about caller's experience and/or opinion of product or service. Ability to lead, teach, guide, motivate team.	\$11.79	\$13.76	\$15.62	\$0.50/hr.
Market Research Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place calls to inquire for opinions. Place outbound calls from master list to survey, interview or gather feedback related to specific topic.	\$12.01	\$13.98	\$15.94	\$0.50/hr.
Sales Inbound 1 - Additional duties and qualifications shall include the following at a minimum: Receive incoming calls. Schedule appointments. Sell a product or service. Ability to work in a goal oriented environment. Upsell as appropriate. Responsible for specific accounts or geographic areas.	\$14.31	\$15.95	\$17.59	\$0.50/hr.
Sales Inbound 2 - Additional duties and qualifications shall include Sales Inbound 1 as well as the following at a minimum: Receive calls from large accounts or difficult geographic regions. Lead, teach, guide and/or motivate teams.	\$14.44	\$15.95	\$17.59	\$0.50/hr.
Sales Outbound 1 - Additional duties and qualifications shall include the following at a minimum: Place calls to sell a product or service. Place calls to schedule appointment to sell product or service. Perform with respect to quotas or sales goals. Upsell as appropriate, handle specific accounts or geographic area.	\$14.44	\$15.95	\$17.59	\$0.50/hr.
Sales Outbound 2 - Additional duties and qualifications shall include Sales Outbound 1 as well as the following at a minimum: Work with larger accounts or difficult geographic regions. Lead, teach, guide and/or motivate teams.	\$16.60	\$17.91	\$19.22	\$0.50/hr.
Help Desk Analyst - Additional duties and qualifications shall include the following at a minimum: Receive and screen incoming calls. Receive and service requests. Create problem reports. Troubleshoot for problem identification. Provide recommendations/solutions to complex issues.	\$19.89	\$21.10	\$22.50	\$0.50/hr.

Temporary Personnel Services

Pricing

Contractor Name: Staffmark Pacific

General Duties & Qualifications include the following at a minimum • Knowledge of basic office equipment including microfilm / fiche camera, microfilm / fiche reader or printer, postage meter and 15-key calculator. Ability to accurately count materials / items. Knowledge of standard filing systems. Ability to do clerical work. Ability to perform simple mathematical calculations. Ability to follow instructions. Sorting and filing materials according to an alphabetic, numeric or color coded system. Creating lists or directories. Verifying information on forms. Additional duties & qualifications are listed in each Service Description. Offeror may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	Journeyman Level (Bill Rate)	Senior Level (Bill Rate)	Shift Differential (3rd Shift)
Clerk 1 (Mail/File Records Clerk) - Additional duties and qualifications shall include the following at a minimum: Determining postage requirements and placing labels and postage on outgoing mail. Delivering and collecting incoming or outgoing mail and messages. Retrieving materials from files. Checking files for duplicate, missing or mislabeled items. Collating. Ability to perform repetitive work. Ability to stand or sit for long periods of time	\$10.05	\$11.36	\$12.67	\$0.50/hr.
Clerk 2 - Additional duties and qualifications shall include Clerk 1 as well as the following at a minimum: Unpacking incoming materials and checking for proper quantities or defects. Sorting and routing incoming materials. Delivering and collecting incoming or outgoing mail and messages.	\$10.71	\$12.10	\$13.33	\$0.50/hr.
Senior Clerk 1 (Proofreading/Recordkeeping/Coding Clerk) - Additional duties and qualifications shall include the following at a minimum: Proofreading documents for typographical errors. Completing forms. Accessing information in graphs, tables, etc.. Ability to proofread and correct errors in documents.	\$13.66	\$14.63	\$15.96	\$0.50/hr.
Senior Clerk 2 (Filing/Typing Clerk, Cashier) - Additional duties and qualifications shall include Senior Clerk 1 as well as the following at a minimum: Producing lists, labels, forms or other simple and/or brief documents. Operating a cash register. Sorting, counting and wrapping money. Knowledge of grammar. Ability to stand or sit for long periods of time.	\$13.96	\$15.39	\$16.60	\$0.50/hr.
Records Management Clerk (Microfilm Clerk) - Additional duties and qualifications shall include the following at a minimum: Preparing documents for microfilm/fiche. Inspecting microfilm/fiche for readability (quality control). Operating microfilm/fiche reader/printer. Counting documents, materials, etc., and grouping them into batches. Tabulating batch totals. Assigning numeric, alpha, color codes, etc., to materials.	\$10.05	\$11.36	\$12.67	\$0.50/hr.
Senior Records Management Clerk - Additional duties and qualifications shall include Records Management Clerk as well as the following at a minimum: Gathering and proofreading data to be included in reports. Reviewing content of documents to determine correct filing. Checking manual files for duplicates, missing or mislabeled items. Setting up manual filing systems. Preparing filed materials for storage. Destroying documents according to guidelines. Ability to work on more than one task at a time.	\$13.96	\$15.29	\$16.60	\$0.50/hr.

Temporary Personnel Services

Pricing

Contractor Name: Staffmark Pacific

General Duties & Qualifications include the following at a minimum • Knowledge of basic office equipment including personal computer / CRT, mainframe and 10-Key calculator. Ability to accurately input information into a computer. Ability to follow instructions. Ability to perform repetitive work. Ability to do detailed work. Ability to proofread and correct errors. Inputting information into a computer. Accessing information from a computer. Verifying information on a screen. Performing various clerical duties. Additional duties & qualifications are listed in each Service Description. Offeror may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	Journeyman Level (Bill Rate)	Senior Level (Bill Rate)	Shift Differential (2nd Shift)
Operator 1 - Additional duties and qualifications shall include the following at a minimum: Entering data up to 25% of the time, Approximately 5,000-8,000 keystrokes per hour.	\$10.71	\$12.02	\$13.33	\$0.50/hr.
Operator 2 - Additional duties and qualifications shall include the following at a minimum: Entering data more than 25% of the time, Approximately 8,000-12,000 keystrokes per hour.	\$12.02	\$13.33	\$14.64	\$0.50/hr.
Operator 3 (Key Disc Operator) - Additional duties and qualifications shall include the following at a minimum: Production data entry, Entering data more than 50% of the time, Approximately 12,000-15,000 keystrokes per hour.	\$13.33	\$14.64	\$15.95	\$0.50/hr.
Operator 4 (Key Disc Operator) - Additional duties and qualifications shall include the following at a minimum: Production data entry, Entering data more than 75% of the time, Approximately 15,000+ keystrokes per hour.	\$14.65	\$15.95	\$16.93	\$0.50/hr.

Temporary Personnel Services

Pricing

Contractor Name: Staffmark Pacific

General Duties & Qualifications include the following at a minimum - Considerable knowledge of insurance industry and medical terminology, ability to understand, investigate, negotiate, settle, analyze and evaluate information from engineers, architects, contractors, accountants, CPAs, physicians, etc. . Ability to interpret and apply Federal and State statutes, rules, and policies and procedures of State government, universities and county court systems and the legal rules of civil procedures in both Federal and State lawsuits. Skill in customer service and interpersonal relations as applied to contracts with other agency staff, representatives of other governmental agencies, carriers, medical providers, claimant's dependents, employers, attorneys and the public. Skill in negotiating claim settlements with claimants, attorneys and/or third parties. Skill in written and oral communication. Skill in electronic communications including claim evaluation reports. Skill in planning, organizing, interpreting and analyzing complex legal, medical, economic, accident reconstruction and contractual situations to reach logical conclusions and reasonable recommendations. Knowledge of labor market conditions. Knowledge of State government.

Service Position	Entry Level (Bill Rate)	Journeyman Level (Bill Rate)	Senior Level (Bill Rate)	Shift Differential (2nd Shift)
Claims Specialist - Additional duties and qualifications shall include the following at a minimum: Considerable knowledge of multi-line insurance claims adjudication practice and procedures. Considerable knowledge of Arizona insurance laws and of the State's self-insurance program operations. Ability to investigate, research, analyze, and draw logical conclusions. Ability to interpret and apply complex rules, regulations and policies. Ability to establish and maintain effective working relationships with those contacted in the course of business. One year of multi-line insurance claims processing experience or two years of administrative level experience in insurance claims administration required.	\$16.93	\$18.57	\$20.21	\$0.50/hr.
Worker's Compensation Specialist - Additional duties and qualifications shall include the following at a minimum: Two years of experience processing Workers' Compensation insurance claims. Knowledge of Workers' Compensation insurance laws, rules and regulations, EDP claims management systems. Knowledge of applicable Court of Appeals rulings and labor market publications and journals. Knowledge of Loss-of-Earning Capacity (LEC) to make appropriate awards.	\$17.26	\$18.89	\$20.53	\$0.50/hr.
Claims Adjuster 1 - Additional duties and qualifications shall include the following at a minimum: Knowledge of state government structure and functions. Knowledge of Federal/State statutes, practices and agency standards, policies and procedures applicable to insurance workers' compensation, contracts, Court of Appeal rulings and legal precedents. Knowledge of civil procedure in both Federal and State court. Knowledge and understanding of insurance contracts and related law. Knowledge of workers' compensation claims management practices, Early return-to-Work Programs, EDP claims management system, Claims investigation methods, Litigation management, Ability to process subrogation.	\$17.59	\$19.22	\$22.49	\$0.50/hr.
Claims Adjuster 2 - Additional duties and qualifications shall include Claims Adjuster 1 as well as the following at a minimum: Knowledge of vocational rehabilitation, structured settlements and annuities. Knowledge of Americans with Disability Act and disability management and physical requirements for an extensive number of occupations. Knowledge of professional medical standards of care reported of hospitals, physicians and other medical personnel. Knowledge of industrial manufacturing and building standards. Knowledge of litigation management to control substantial and highly complex liability and/or workers' compensation claims and/or lawsuits. Skill in preserving field evidence, conducting inspections, investigating, securing, documenting, analyzing and evaluating facts surrounding claims. Ability to prepare narrative, statistical report with conclusions and/or recommendations relating to property, liability, and workers' compensation claims. Ability to learn the Risk Management Evidon system.	\$19.22	\$20.86	\$22.50	\$0.50/hr.

SERIAL 07040-H0A

Temporary Personnel Services

Pricing

Contractor Name: Staffmark Pacific

General Duties & Qualifications include the following at a minimum - Knowledge of legal terminology and legal environment required. Producing documents such as letters, memos, proposals and statistical material. Transcribing shorthand notes. Transcribing from voice recordings. Proofreading and correcting documents. Filing, receiving and routing phone calls. Scheduling appointments. Making travel or meeting arrangements. Handling incoming and outgoing mail. Compiling information and record keeping. Photocopying / using a facsimile machine. Performing simple mathematical calculations. Ability to produce documents following company standards. Ability to proofread and correct errors in documents. Ability to communicate clearly and accurately. Ability to use Dictation / transcription equipment. Electric / electronic typewriter. Facsimile machine. Personal computer (PC) and Photocopy machine. Additional duties & qualifications are listed in each Service Description. Offeror may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	Journeyman Level (Bill Rate)	Senior Level (Bill Rate)	Shift Differential (3rd Shift)
Legal Secretary 1 - Additional duties and qualifications shall include the following at a minimum: Handling legal administrative detail, Compiling legal documents, Following and creating special formats to meet legal documentation requirements, Using single software to perform intermediate word processing functions, Ability to provide administrative support in a legal environment, Ability to adapt quickly to terminology and legal environment demands.	\$19.55	\$20.53	\$21.52	\$0.50/hr.
Legal Secretary 2 - Additional duties and qualifications shall include Legal Secretary 1 as well as the following: Creating legal materials and documentation, Prepares papers and correspondence of a legal nature such as petitions, briefs, summonses, complaints, motions and subpoenas, Administrative support in a legal environment, Using multiple software to perform intermediate to advanced word processing and/or spreadsheet functions, Experience in supporting a legal environment, Handling meeting arrangements, agendas, notifications and deadlines, Ability to transcribe from Dictaphone equipment.	\$21.52	\$22.50	\$23.48	\$0.50/hr.
Paralegal - Additional duties and qualifications shall include the following at a minimum: A Diploma/Certificate/Degree in paralegal studies from an institutionally accredited program in Arizona with American Bar Association approval, OR a law degree from an accredited law school, OR three years of verifiable full time paralegal experience; and a Notary Public Commission (if qualifying with law degree, the individual must never have been licensed attorney in any jurisdiction). Knowledge of concepts, terminology (terms of art), principles and procedures of law, Knowledge of methods and techniques of legal research and the use of statutes, codes, legal encyclopedias, reporters and other primary and secondary sources, Knowledge of the complete civil litigation process, domestic relations law and knowledge of criminal procedure, Conduct investigations and statistical and documentary research, Conduct legal research, Draft legal documents, correspondence and pleadings, Summarize depositions, interrogatories and testimony, Locate and interview witnesses, Reviews and analyzes case files; determines appropriate leg	\$23.48	\$24.59	\$25.45	\$0.50/hr.

SERIAL 07049-IGA

Temporary Personnel Services

Pricing

Contractor Name: Staffmark Pacific

General Duties & Qualifications include the following at a minimum - Ability to use a variety of tools / maintenance equipment, Possess manual dexterity, Ability to perform repetitive work, Ability to follow instructions, Ability to identify flaws or imperfections in a product, Ability to handle large objects, Ability to transport items weighing up to 75 pounds, Ability to accurately count materials, Ability to walk, sit or stand for long periods of time, Knowledge of safety requirements or procedures, Safety steel toed shoes required, possess a valid Arizona's Driver's License as required by customer, Checking or inspecting materials / products to make sure they meet standards, Verifying information or accessing information in tables / lists, Counting materials and performing simple mathematical calculations, Copying numbers, codes or other information and filling out forms, Removing dirt and trash from work areas, Cleaning floors, sinks, toilets, bathtubs or showers, Dusting or wiping furniture, fixtures or equipment, Maintaining company grounds, Setting up tables, chairs or equipment, Packing materials or products into shipping containers, Sealing or wrapping packages for shipment, Placing labels or stickers on materials, Unpacking

Service Position	Entry Level (Bill Rate)	Journeyman Level (Bill Rate)	Senior Level (Bill Rate)	Shift Differential (3rd Shift)
Assembly				
Assembly Worker - Additional duties and qualifications shall include the following at a minimum: Buffing or polishing small parts, Trimming parts, Transporting materials using hand trucks or dollies, Packing materials or products into shipping containers, Assembling components using nuts, bolts, screws or glue, Assembling components using light-duty hand tools, Assembling large or medium size components, Performing repetitive work to meet company quotas, Ability to accurately count objects or materials, Ability to handle large objects.	\$10.05	\$10.71	\$11.36	\$0.50/hr.
Precision Assembler - Additional duties and qualifications shall include Assembly Worker as well as the following at a minimum: Soldering parts, wires and other small metal objects, Soldering parts, wires and other small metal objects, Following diagrams in blueprints, Ability to handle small objects.	\$10.71	\$11.36	\$12.35	\$0.50/hr.
Machine Tender - Additional duties and qualifications shall include the following at a minimum: Operating production machinery, Setting equipment / machinery to required settings, Monitoring the operation of machinery or equipment, Checking whether materials or products meet standards, Knowledge of basic machine operation, Knowledge of safety requirements or procedures for machine operation.	\$12.02	\$12.67	\$13.33	\$0.50/hr.
Quality Control Inspector - Additional duties and qualifications shall include the following at a minimum: Using testing equipment to check whether materials or products meet standards, Ability to identify defects and flaws.	\$13.66	\$14.64	\$15.62	\$0.50/hr.
Auto Mechanic - Additional duties and qualifications shall include the following at a minimum: Performs automotive functions such as: Changes engine, transmission, and rear-end oils; replaces chassis and engine components (belts, alternators, water pumps, brakes, etc.); Minor automotive troubleshooting knowledge. Cleans and washes vehicles. Dispatches pool vehicles. Provides reporting documentation. Valid Arizona drivers license required.	\$16.28	\$17.26	\$18.24	\$0.50/hr.
Welder - Additional duties and qualifications shall include the following at a minimum: 5 years welding experience, Ability to read blueprints, drawings, sketches and/or understand verbal instructions, Use of Metal Inert Gas (MIG) & Tungsten Inert Gas (TIG) processes, Capable of operating welding equipment in performing maintenance and construction on equipment, machines, doors and other metals; fabricates a wide variety of metal parts such as brackets and hinges; performs oxygen-acetylene, electric arc and spot welding; performs miscellaneous welding repairs/modifications as needed, knowledge of materials and use of safety equipment and procedures.	\$16.28	\$17.26	\$18.24	\$0.50/hr.
Auto Body Painter - Additional duties and qualifications shall include the following at a minimum: 3 years experience in surface preparation, spray gun operation and related equipment, paint mixing / matching / applying, Knowledge of safety equipment and procedures.	\$16.28	\$17.26	\$18.24	\$0.50/hr.

Maintenance					
General Maintenance Worker - Additional duties and qualifications shall include the following at a minimum: Performing miscellaneous general maintenance/laborer requirements, Replacing simple equipment, Setting up equipment (e.g., tables and chairs), Wash/clean/vacuum all types of equipment, move and load equipment, clean shop, Ability to retrieve objects out of reach, May be required to use various hand tools.	\$10.05	\$10.71	\$11.36	\$0.50/hr.	
Building Maintenance Worker - Additional duties and qualifications shall include the following at a minimum: Performs maintenance work (laborer) with a general knowledge of carpentry, electrical, HVAC, plumbing, painting, and welding; Performs repairs on doors, windows, lighting, plumbing, ceilings, floor, shelving and office cubicles; Operates various manual and electrical tools and equipment; Knowledge on the use of computer for record keeping.	\$13.00	\$14.67	\$16.28	\$0.50/hr.	
Painter - Additional duties and qualifications shall include the following at a minimum: Capable of painting and refinishing a wide variety of interior and exterior items and areas including wood, wood trim, plastered walls, dry walls and metal surfaces. Prepares surfaces for painting; mixes, matches and applies paint, varnish shellac, stain and enamels; patches, spackles and caulks holes; surfaces and tiles small areas; tapes and textures drywall; operates spray guns; clean tools after use, assists in other areas as needed.	\$13.00	\$14.67	\$16.28	\$0.50/hr.	
Janitor/Custodian - Additional duties and qualifications shall include the following at a minimum: Basic custodial duties including keep building/office clean and in orderly condition. Other duties to include sweeping, vacuuming, mopping, stripping, washing and buffing floors, washing walls/windows and emptying trash, cleans lavatories, kitchen facilities and rest rooms, keeps parking lots and patios clean, sets up and tears down equipment, Usually works under direct supervision but may be required to be self-directed, Knowledge of equipment and materials used in custodial work, Familiar with MSDS.	\$10.38	\$11.36	\$12.45	\$0.50/hr.	
Groundskeeper - Additional duties and qualifications shall include the following at a minimum: Maintaining company grounds (e.g., collecting leaves, collecting trash, cutting grass, weed control, sprinkler systems), Knowledge of general groundskeeping and ability to use appropriate tools/equipment.	\$10.38	\$11.46	\$12.35	\$0.50/hr.	
Housekeeper / Laundry - Additional duties and qualifications shall include the following at a minimum: Making beds, Capable of routine work weighing, washing, pressing and folding of clothes, linens and other washables, Performs related work as required.	\$9.40	\$10.05	\$10.81	\$0.50/hr.	
Materials Handling					
Inventory Worker - Additional duties and qualifications shall include the following at a minimum: Tracing and tracking movement of material / supplies, Recording numbers, codes or other information, Stocking shelves, departments, etc., Ability to record information, Ability to perform repetitive work, Ability to work with detail (e.g., checking numbers, comparing lists), Ability to identify flaws and defects.	\$10.71	\$11.36	\$12.02	\$0.50/hr.	
Pick & Pack Worker - Additional duties and qualifications shall include the following at a minimum: Filling orders or issuing supplies from stock, Checking physical condition of supplies / inventory, Counting materials, documents or other items, Recording numbers, codes or other information, Ability to work with detail (e.g., checking numbers, comparing lists), Ability to record information.	\$9.40	\$10.05	\$10.71	\$0.50/hr	
Shipping / Receiving Worker - Additional duties and qualifications shall include the following at a minimum: Putting together boxes or shipping containers using glue or tape, Loading and unloading product shipments, Verifying and inspecting incoming materials and supplies for proper quantities and defects, Placing labels, numbers, prices, etc., on boxes / materials, Ability to work with detail (e.g., checking numbers, comparing lists), Knowledge of proper packaging methods, Ability to	\$10.38	\$11.36	\$12.35	\$0.50/hr.	

comparing lists), Knowledge of proper packaging methods, Ability to record information.					
Warehouse Worker - Additional duties and qualifications shall include the following at a minimum: Capable of performing general warehouse work which requires forklift operation experience, Performs shipping and receiving including stocking shelves, ordering inventory, unload and load trucks, move merchandise, bar coding and familiarity to inventory/stock record keeping.	\$10.38	\$11.36	\$12.35	\$0.50/hr.	
Vehicle / Equipment Operator - Additional duties and qualifications shall include the following at a minimum: Driving vehicles / transporting materials from one location to another. Knowledge of safety requirements or procedures for machine operation, Operates vehicles and/or equipment such as forklift, water trucks, dump trucks, sweepers, tractors, stripers, chemical spray trucks, etc.; operates a grader to clean and maintain roadways, drainage areas and similar properties. Uses auxiliary equipment as required. Transports various types of equipment to and from work site. Loads and unloads trucks. Assists repair crews with manual labor as needed. Flags traffic and sets barricades. Performs safety checks, services and makes minor repairs to assigned equipment. May perform maintenance crew functions; performs other duties of a similar nature or level. Possession of a valid Arizona Class A or B Commercial Drivers License, with appropriate endorsements may be required depending on assignment.	\$11.36	\$12.67	\$13.98	\$0.50	
Food Services					
Food Service Worker 1 - Additional duties and qualifications shall include the following at a minimum: Washing dishes, pans and utensils, Clearing tables of trays and utensils, May be required to provide a current Food Handlers Card.	\$8.42	\$9.07	\$9.73	\$0.50/hr	
Food Service Worker 2 - Additional duties and qualifications shall include Food Service Worker 1 as well as the following at a minimum: Preparing food items, Serving food, Taking food orders, Knowledge of proper food preparation and storage methods.	\$8.74	\$9.40	\$10.05	\$0.50/hr.	
Food Service Manager - Additional duties and qualification shall include Food Service Worker 1 & 2 as well as the following at a minimum: Training / supervising others, Ability to train others in on-the-job procedures, Skill in organizing and setting priorities, Ability to communicate clearly and accurately, Specialized industry skill or knowledge.	\$11.36	\$12.34	\$13.98	\$0.50/hr.	

Temporary Personnel Services

Pricing

Contractor Name: Staffmark Pacific

General Duties & Qualifications include the following at a minimum - Knowledge of medical terminology and medical environment required, Knowledge of basic office equipment including a 10-key calculator. Familiarity / knowledge of basic accounting terminology and concepts. Knowledge of computerized accounting systems, balancing calculated totals with receipts, posting credit or debit detail to accounting ledgers (e.g., receivables, payables, general ledger). Verifying the accuracy of vouchers, purchase orders, invoices or payments. Performing various clerical duties. Knowledge of basic office equipment including microfilm / fiche camera, microfilm / fiche reader or printer, postage meter and 10-key calculator. Ability to accurately count materials / items. Knowledge of standard filing systems. Ability to do detailed work. Ability to perform simple mathematical calculations. Ability to follow instructions. Sorting and filing materials according to an alphabetic, numeric or color-coded system. Creating lists or directories. Verifying information on forms. Producing documents such as letters, memos, proposals and statistical material. Transcribing shorthand notes. Transcribing from voice recordings. Proofreading and c

Service Position	Entry Level (Bill Rate)	Journeyman Level (Bill Rate)	Senior Level (Bill Rate)	Shift Differential (Per Shift)
Medical Biller 1 - Additional duties and qualifications shall include the following at a minimum: Processing participant information from claims. Processing provider information from claims. Prepare documentation for mailing. Prepare document files. Skill in using mainframe, spreadsheet, database or other single software. Knowledge of manual/automated filing systems. Ability to accurately access/input data into a computer. Knowledge of medical terminology required.	\$10.71	\$11.36	\$12.02	\$0.50/hr.
Medical Biller 2 - Additional duties and qualifications shall include Medical Biller 1 as well as the following at a minimum: Prepare claims documentation utilizing ICD-9 and CPT coding. 1500, Icds. Process/verify documentation for accuracy. Compile medical documentation files. Place/receive phone calls. Obtain insurance authorizations. Intermediate to advanced knowledge of multiple software. Experience with medical coding. Experience with insurance authorization procedures. Knowledge of medical terminology required.	\$12.02	\$12.67	\$13.33	\$0.50/hr.
Medical Records Clerk 1 - Additional duties and responsibilities shall include the following at a minimum: File, retrieve, transfer, maintain medical records and reports. Utilize records tracking protocols. Knowledge of alphabetical and numeric file systems. Ability to access and input data utilizing single software. Knowledge of medical terminology required.	\$11.36	\$12.02	\$12.67	\$0.50/hr.
Medical Records Clerk 2 - Additional duties and responsibilities shall include Medical Records Clerk 1 as well as the following at a minimum: File, maintain and review medical records for completeness. Knowledge of alpha, numeric and terminal digit file systems. Intermediate to advanced knowledge of multiple software. Experience in medical records processing and maintenance. Knowledge of medical terminology required.	\$12.02	\$12.67	\$13.33	\$0.50/hr.
Medical Secretary 1 - Additional duties and qualifications shall include the following at a minimum: Handle medical administrative detail. Compiling medical documents. Following and creating special formats and meet medical documentation requirements. Using single software to perform intermediate word processing functions.	\$15.29	\$16.28	\$17.26	\$0.50/hr.
Medical Secretary 2 - Additional duties and qualifications shall include Medical Secretary 1 as well as the following at a minimum: Creating medical materials and documentation. Administrative support in a medical environment. Using multiple software to perform intermediate to advanced word processing and/or spreadsheet functions. Experience in supporting a medical environment. Handling meeting arrangements, agendas, notifications and deadlines. Ability to transcribe from Dictaphone equipment.	\$18.24	\$19.89	\$21.52	\$0.50/hr.

SERIAL 07040-00A

Temporary Personnel Services

Pricing

Contractor Name: Staffmark Pacific

General Duties & Qualifications include the following at a minimum • Handling stock / supplies, Counting items / materials, Performing simple mathematical calculations, Ability to transport items weighing up to 25 pounds, Ability to stand, sit or walk for long periods of time, Ability to use a calculator to key calculator/Cash register, Answering product questions, Distributing flyers, samples, etc., Ability to communicate clearly and accurately, Ability to learn a company's products or services, Greeting and assisting visitors / delegates / conference who attend conventions, seminars, trade shows, exhibits or other events, Placing, receiving and routing phone calls, Taking messages, Ability to interact with others using tact and diplomacy, Ability to deal with people patiently, Ability to record information. Additional duties & qualifications are listed in each Service Description. Offeror may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	Journeyman Level (Bill Rate)	Senior Level (Bill Rate)	Shift Differential (3rd Shift)
Detailing				
Detailing Representative 1 - Additional duties and qualifications shall include the following at a minimum: Arranging products according to a plan-o-graph, Rotating stock, Replacing damaged equipment, Maintaining stock and supplies, Monitoring conditions and pricing of merchandise, Ability to count materials / items, Ability to identify flaws in objects	\$9.40	\$10.05	\$10.71	\$0.50/hr.
Detailing Representative 2 - Additional duties and qualifications shall include Detailing Representative 1 as well as the following at a minimum: Working with detailed plan-o-grams (e.g., 15 ft. plan-o-grams vs. 3 ft. plan-o-grams), Setting up merchandise displays, Evaluating product display effectiveness in attracting shoppers' attention, Performing simple record keeping, Ability to record information.	\$10.71	\$11.36	\$12.02	\$0.50/hr.
Sales & Promotion				
Sampler - Additional duties and qualifications shall include the following at a minimum: Distributing samples of a product or coupon, Describing product benefits, Counting materials / items.	\$10.38	\$11.04	\$11.69	\$0.50/hr.
Demonstrator 1 - Additional duties and responsibilities shall include the following at a minimum: Setting up and conducting product demonstrations, Assisting customers in selecting merchandise for purchase, Receiving cash and making change, Filling out forms / reports, Ability to convince others to purchase a product, Ability to effectively communicate in front of a group, Skill in operating a calculator, adding machine or cash register.	\$10.71	\$11.36	\$12.02	\$0.50/hr
Demonstrator 2 - Additional duties and qualifications shall include Demonstrator 1 as well as the following at a minimum: Selling products / services using a script prepared by the customer, Selling a product geared to a specific audience, Preparing orders for a product and presenting them to cashier for processing, Ability to show patience when dealing with people.	\$11.36	\$12.02	\$13.00	\$0.50/hr
Comparison Shopper 1 - Additional duties and qualifications shall include the following at a minimum: Assuming the role of customer and "shopping the competition" for a company to learn about sales trends, customer preferences, products, prices and services, following prepared guidelines, Assuming the role of customer for company's own locations to evaluate staff performance following prepared guidelines, Purchasing merchandise, checking on products, services or prices, Ability to work with little supervision.	\$10.71	\$11.36	\$13.00	\$0.50/hr.
Comparison Shopper 2 - Additional duties and qualifications shall include Comparison Shopper 1 as well as the following at a minimum: Evaluating a product or service based on specific / detailed guidelines provided by the customer and requiring specialized training, Ability to follow specific instructions.	\$11.69	\$12.67	\$13.66	\$0.50/hr.
Trade Shows & Seminars				
Host / Hostess 1 - Additional duties and qualifications shall include the following at a minimum: Providing directions and general product information, Distributing flyers and product / service information, Ability to learn company's products or services.	\$10.05	\$11.04	\$12.35	\$0.50/hr.
Host / Hostess 2 - Additional duties and qualifications shall include Host/Hostess 1 as well as the following at a minimum: Registering people at conventions, seminars or other events, Accepting registration fees, Performing simple record keeping, Preparing name badges, Checking rosters.	\$11.69	\$12.77	\$14.31	\$0.50/hr.
Booth Attendant 1 - Additional duties and qualifications shall include the following at a minimum: Receiving and posting messages for attendees of conventions, trade shows or seminars, Greeting, screening and directing visitors, Using rosters / program schedules to keep track of people's locations so they can be contacted, Ability to work on more than one task at a time.	\$10.05	\$11.69	\$15.62	\$0.50/hr.
Booth Attendant 2 - Additional duties and qualification shall include Booth Attendant 1 as well as the following at a minimum: Answering non-technical questions concerning a product or service, Directing giveaway programs or contests, Greeting, directing and guiding visitors through one or more exhibits, Ability to learn company's products or services, Ability to effectively communicate to an audience.	\$13.66	\$15.62	\$17.26	\$0.50/hr.

Temporary Personnel Services

Pricing

Contractor Name: Staffmark Pacific

General Duties & Qualifications include the following at a minimum - Placing, receiving and routing phone calls; Providing general information to callers or visitors; Greeting and directing visitors; Providing telephone directory assistance; Taking telephone messages; Ability to communicate clearly and accurately; Ability to use a telephone system to receive and transfer calls; Ability to show patience and courtesy when dealing with people; Ability to use Electric / electronic typewriter; Electronic key system (EKS); Personal computer (PC) and Switchboard (PBX) system. Additional duties & qualifications are listed in each Service Description. Offeror may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	Journeyman Level (Bill Rate)	Senior Level (Bill Rate)	Shift Differential (3rd Shift)
Receptionist 1 - Additional duties and qualifications shall include the following at a minimum: Operating an electronic key system (EKS) or PBX; Receiving, delivering and sending mail; Receiving visitors and directing them to appropriate locations; Keeping track of people's locations so they can be contacted; Photocopying using a facsimile machine; Verifying and copying information on forms or records; Accessing directories; Knowledge of mailing and shipping procedures; Ability to communicate clearly and accurately; Ability to access an automated directory or learn electronic mail on a PC.	\$10.05	\$10.71	\$13.00	\$0.50/hr.
Receptionist 2 - Additional duties and qualifications shall include Receptionist 1 as well as the following at a minimum: Operating an electronic key system (EKS) or PBX; Producing memos, letters, lists, reports, etc.; Receiving complaints or service / repair calls; Resolving customer problems on the phone with standard company responses; Maintaining reports, logs or lists; Providing information to callers regarding particular products / services; Skill in formatting, editing, inputting and printing documents on a typewriter or PC; Knowledge of company products and services; Ability to question others to determine their specific needs; Skill in using database software; Ability to access an automated directory or learn electronic mail on a PC.	\$11.04	\$12.35	\$15.67	\$0.50/hr.
Switchboard Operator - Additional duties and qualifications shall include the following at a minimum: Operating an electronic key system (EKS) or PBX; Handle full switchboard responsibilities; Ability to place conference calls, overseas calls, use electronic mail, etc.,	\$10.71	\$11.36	\$15.62	\$0.50/hr.

SERIAL 07040-00A

Temporary Personnel Services

Pricing

Contractor Name: Staffmark Pacific

General Duties & Qualifications include the following at a minimum - Ability to follow directions, Ability to operate a variety of equipment and perform routine and repetitive duties, Ability to keep counts on documents processed, Ability to communicate clearly and accurately, Manual dexterity, Perform filing of up to 25 pounds, Ability to use a telephone system to receive and transfer calls, Ability to use electric / electronic typewriter, electronic key system (EKS), personal computer (PC), 10-key - General knowledge including alphabetical and numerical filing, beginning accounting principles and practices, Additional duties & qualifications are listed in each Service Description.

Service Position	Entry Level (Bill Rate)	Journeyman Level (Bill Rate)	Senior Level (Bill Rate)	Shift Differential (3rd Shift)
General Clerical - Position specifically in Document Staging, Outgoing Mailroom, Micrographics, Taxpayer Information and Assistance, License and Registration, Income Tax Processing. Additional duties and qualifications shall include the following at a minimum: Perform functions such as mail opening, disassembling and reassembling documents, filing and file retrieval. Assure that all mail containing payments is handled appropriately. Separate, sort, arrange documents and cash receipts, quality control documents to determine their computer processability. Operate a variety of outgoing mail equipment such as trimmers, burners, inserters, postage meters as well as incoming mail equipment such as envelope openers, Hand staple documents and prepare forms for bulk mailing. Operate microfilm cameras, Answer telephones, Ability to make quick decisions on the proper disposition of documents.	\$11.04	\$12.02	\$13.00	\$0.50/hr.
Error Resolution and Document Processing - Additional duties and qualifications shall include the following at a minimum: Sort and/or edit income, corporate, sales and withholding tax documents, or resolve a variety of errors which may include utilizing a PC or interpreting computer output. Ability to communicate verbally and in writing with taxpayers, Skill at solving problems relative to tax documents.	\$11.36	\$12.35	\$13.33	\$0.50/hr.
Remittance Processing - Additional duties and qualifications shall include the following at a minimum: Shall be able to enter data at a rate of 10,000 keystrokes per hour with an error rate not to exceed two percent (2%). Process and/or enter various tax documents and encode checks utilizing electronic keying equipment. Ability to operate a 10-key data keyboard by touch with speed and accuracy. Possess average math and accounting skills. Contractor shall test each applicant for 10-key skills prior to assignment and submit scores to DOR by the day of assignment.	\$12.67	\$14.31	\$15.62	\$0.50/hr.
Taxpayer Information & Assistance Agent - Additional duties and qualifications shall include the following at a minimum: Provide information and assistance to taxpayers by telephone, in person, or via correspondence relative to the preparation of numerous tax returns and the resolution of billing questions. Knowledge of Arizona Tax Forms, statutes, rules, Ability to research a problem or question in a timely manner. Skill in oral and written communication, math and accounting, and in the use of computer terminal, telephone, and office equipment.	\$13.66	\$14.64	\$16.93	\$0.50/hr.
Data Entry Operator - Additional duties and qualifications shall include the following at a minimum: Shall be able to enter data at a rate of 8,000 keystrokes per hour with an error rate not to exceed two percent (2%). Shall be able to work with a limited amount of supervision. Ability to run and work with scanning equipment or 2D Bar-coding equipment. Ability to understand and use Data Entry equipment in an efficient manner. Shall possess a working knowledge of 10-key and/or reverse 10-key keyboards which includes typing skills. Contractor shall test each applicant for data entry skills prior to assignment and submit scores to DOR by the day of assignment.	\$10.71	\$11.69	\$14.97	\$0.50/hr.
Blended Remittance Processing / Data Entry Clerk - Additional duties and qualifications shall include the following at a minimum: Shall be able to enter data at a rate of 10,000 keystrokes per hour with an error rate not to exceed two percent (2%). Process and/or enter various tax documents and encode checks utilizing electronic keying equipment. Shall be able to work with a limited amount of supervision. Ability to run and work with scanning equipment or 2D Bar-coding equipment. Ability to operate a 10-key keyboard by touch with speed and accuracy. Shall be able to understand and use Data Entry equipment in an efficient manner. Shall possess a working knowledge of 10-key and/or reverse 10-key keyboards which includes typing skills. Possess average math and accounting skills. Contractor shall test each applicant for 10-key skills prior to assignment and submit scores to DOR by the day of assignment.	\$11.04	\$12.35	\$16.28	\$0.50/hr.

Temporary Personnel Services

Pricing

Contractor Name: Staffmark Pacific

General Duties & Qualifications include the following at a minimum - Producing documents such as letters, memos, proposals and statistical material, Transcribing shorthand notes, Transcribing from voice recordings, Proofreading and correcting documents, Placing, receiving and routing phone calls, Scheduling appointments, Making travel or meeting arrangements, Handling incoming and outgoing mail, Compiling information and record keeping, Photocopying / using a facsimile machine, Performing simple mathematical calculations, Ability to produce documents following company standards, Ability to proofread and correct errors in documents, Ability to communicate clearly and accurately, Ability to use Dictation / transcription equipment, Electric / electronic typewriter, Facsimile machine, Personal computer (PC) and Photocopy machine. Additional duties & qualifications are listed in each Service Description. Offeror may add service positions as applicable.

Service Position	Entry Level (Bill Rate)	Journeyman Level (Bill Rate)	Senior Level (Bill Rate)	Shift Differential (Ord Shift)
Secretary 1 - Additional duties and qualifications shall include the following at a minimum: Receive / place phone calls, Processing mail, Greet and direct visitors, Skill in formatting, editing, inputing and printing documents on a typewriter or PC, Skill in using database, spreadsheet, word processing or other software – single software.	\$10.38	\$11.69	\$14.96	\$0.50/hr.
Secretary 2 - Additional duties and qualifications shall include Secretary 1 as well as the following at a minimum: Maintaining a system for managing office routine, Maintaining office supplies, Ability to compose clear, correct sentences, Ability to complete general clerical tasks, Skill in formatting, editing, inputing and printing documents on a typewriter or PC, Skill in using database, spreadsheet, word processing or other software – single software.	\$11.36	\$12.67	\$15.95	\$0.50/hr.
Administrative Assistant 1 - Additional duties and qualifications shall include Secretary 1 & 2 as well as the following at a minimum: Planning and scheduling meetings, Composing letters, memos, etc., Preparing reports, Developing charts, tables, etc., for reports, Maintaining library for retrieval / updating of documents, Ability to prioritize work, Ability to work on more than one task at a time, Ability to process records / lists on a PC, Ability to utilize multiple software.	\$13.00	\$14.31	\$17.59	\$0.50/hr.
Administrative Assistant 2 - Additional duties and qualifications shall include Secretary 1 & 2, Administrative Assistant 1 as well as the following at a minimum: Handling administrative detail, Producing statistical / numerical material (column layout), Following and creating special formats to meet document requirements, Ability to adapt quickly to changing conditions, Ability to interact with all levels of management, Ability to merge documents on a PC.	\$14.64	\$15.95	\$18.88	\$0.50/hr.
Executive Assistant - Additional duties and qualifications shall include Secretary 1 & 2, Administrative Assistant 1 & 2 as well as the following at a minimum: Taking minutes at meetings, Handling meeting arrangements, agendas, notifications, etc., Training / supervising others, Producing material with technical terminology or in a foreign language, Producing material with technical terminology or in a foreign language, Sorting and filing material using software (automated filing systems), Advanced knowledge of computer software, Specialized industry skill or knowledge, Able to work in a professional manner with executives from a variety of business and social backgrounds.	\$16.93	\$18.24	\$20.86	\$0.50/hr.